



# CHECKLIST OF DISTRICT ELECTION OFFICER, 2023



**भारत निर्वाचन आयोग**  
**Election Commission of India**  
Nirvachan Sadan, Ashoka Road, New Delhi-110001





सत्यमेव जयते

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## ABBREVIATIONS

AC	Assembly Constituency
ADGP	Additional Director General of Police
AERO	Assistant Electoral Registration Officer
AIR	All India Radio
ARO	Assistant Returning Officer
ASD	Absent, Shifted and Dead
BLO	Booth Level Officer
AMF	Assured Minimum Facility
BSNL	Bharat Sanchar Nigam Limited
CAPF	Central Armed Police Forces
CCTV	Closed Circuit Television
CD	Compact Disc
CEO	Chief Electoral Officer
CSC	Common Service Centre
CSO	Civil Society Organization
DEMP	District Election Management Plan
DEO	District Election Officer
DM	District Magistrate
ECI	Election Commission of India
EEM	Election Expenditure Monitoring
EMB	Electoral Management Body
ERMS	Electoral Roll Management System
EPIC	Electoral Photo Identity Card
ER	Electoral Roll
ERO	Electoral Registration Officer
EVM	Electronic Voting Machine
FLC	First Level Checking
GE	General Elections
GIS	Geographical Information System

HQ	Head Quarters
HR	Human Resource
IIIDEM	India International Institute of Democracy and Elections Management
IGP	Inspector General of Police
IP	Internet Protocol
IT	Information Technology
LA	Legislative Assembly
LOR	Law and Order Report
LS	Lok Sabha or the Lower House of Parliament
MCC	Model Code of Conduct
MHA	Ministry of Home Affairs
MoU	Memorandum of Understanding
NCC	National Cadet Corp
NGO	Non-Government Organization
NRI	Non-Resident Indian
NSS	National Service Scheme
PC	Parliamentary Constituency
PS	Polling Station
PSU	Public Sector Unit
PWD	Public Works Department
PwD	Persons with Disabilities
RO	Returning Officer
SAT	Satellite
SEMP	State Election Management Plan
SMS	Short Message Service
SP	Superintendent of Police
SRTC	State Road Transport Corporation
SST	Static Surveillance Team
SVEEP	Systematic Voters' Education and Electoral Participation
UN	United Nations

UNICEF	United Nations Children’s Emergency Fund
UPSC	Union Public Service Commission
UT	Union Territory
VST	Video Surveillance Team
VVPAT	Voter Verifiable Paper Audit Trail
WG	Working Group
WHO	World Health Organization



## **1. PRELIMINARY**

Elections are the backbone of any democracy and play a crucial role in ensuring a free and fair political process. District Election Officers (DEOs) under the overall supervision, control and guidance of the Election Commission of India play a pivotal role in the conduct of elections at the district level. They are responsible for overseeing the entire election process, from voter registration to the announcement of results. The conduct of elections is a complex and multi-faceted process, and DEOs are expected to ensure that every aspect of the election is carried out in accordance with the law.

### **1.1 GENERAL DUTIES OF DEO**

- a. To coordinate and supervise all the work in connection with the preparation and revision of electoral rolls. (Section 13AA of RP Act, 1950)
- b. To coordinate and supervise all the work of conduct of election in the district. (Section 20A of RP Act, 1951)

### **1.2 GENERAL ARRANGEMENTS FOR CONDUCT OF ELECTIONS BY THE DEO – BROAD POINTS**

- i. DEO shall coordinate and supervise all works in the district in connection with conduct of all elections to Parliament and the Legislature of the State. He is also responsible to ensure healthy and correct Photo Electoral Roll of his district.
- ii. Advance planning of detailed arrangements
- iii. To set up polling stations
- iv. Polling personnel management for election related various activities & imparting training to polling personnel and various groups.
- v. Polling material
- vi. Building voter awareness, use of EVMs, Model code of conduct etc.
- vii. Transportation of polling parties, micro-observers, police forces and other officials.
- viii. Keeping record of EVMs.
- ix. Security measures for EVMs.
- x. First Level Checking of EVMs.
- xi. Meeting with political parties on various issues.
- xii. Law and order measures to prevent booth capturing etc and security plan.
- xiii. Setting up of control room
- xiv. Observance of Model Code of Conduct
- xv. Electoral offences / corrupt practices - Prevention and taking strong action against defaulters.
- xvi. Check on advertisements of political nature on TV channels, Cable network and Radio.
- xvii. Giving required facilities to Observers
- xviii. Printing of Postal Ballot Papers / Ballot Papers for EVMs
- xix. Identification of Counting Centers and Security arrangements thereof
- xx. Finalization and notification of rates of various items of election related expenses after consulting political parties
- xxi. Holding meeting/workshop of recognized political parties to explain process of expenditure monitoring, MCC & other legal provisions.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- xxii. Monitoring of Election Expenditure by candidates (including paid news)
- xxiii. Establishing Complaint Monitoring Cell & Call Centre
- xxiv. Scrutiny of accounts of expenses of candidates and submission of reports.
- xxv. Monthly report of pending cases of election expenditure by candidates
- xxvi. Forwarding the report within 35 days of result to CEO on Election Expenditure on public meetings, hoardings, advertisement etc. by political parties incurred during the period from announcement of election to the date to notification of election and also after that period.
- xxvii. Safe custody of election papers and EVMs after poll
- xxviii. Randomization of EVMs/ personnel
- xxix. SVEEP activities.

Given the critical role that DEOs play in the conduct of elections, it is essential that they have a comprehensive checklist that outlines all the necessary steps and procedures that need to be followed.

The purpose of this document is to provide a checklist for DEOs that outlines the key steps and procedures that need to be followed during the conduct of elections in India. The checklist is divided into various sections, each of which corresponds to a specific stage in the election process. By following this checklist, DEOs can ensure that the conduct of elections in their district is free, fair, and transparent.

Such list should be simple and convenient, and it is imperative that it should contain what is to be done, when it is to be done and how it is to be done. The 'how' aspect should only try to describe the process with critical steps without going into many details. Further, the tasks should be aligned in a clear and structured manner so that on one side nothing is overlooked and on the other side everything appears to be logical and sequential. The following documents which are important that were referred while preparing the draft modified District Election Officer Check List:

- a) The Check List of District Election Officer.
- b) The Hand Book of Returning Officer.
- c) Compendium of Instructions of Election Expenditure Monitoring
- d) Compendium of Instructions.
- e) Manual on Model Code of Conduct.
- f) Manual on Electronic Voting Machine and VVPAT.
- g) The manual on Force Deployment.
- h) 30 Point Action Taken Report.
- i) Calendar of Activities for General Election to Legislative Assembly.
- j) Election Planner of Election Commission of India.
- k) Other instructions issued by Election Commission of India.

The documents have been modified to make it simpler, brief and illustrative.

It is important to note that this checklist is only a guide and not an exhaustive list of all the procedures that need to be followed. This checklist will serve as a ready reckoner for DEOs and help them ensure that all aspects of the election process are carried out smoothly and efficiently. DEOs must also refer to the relevant laws, rules, and guidelines issued by the Election Commission of India for specific guidance on the conduct of elections.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### 2. ELECTORAL ROLLS

#### CHECKLIST

**Table 1: Checklist - Electoral Roll**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
2.1.	Whether the ERO, AERO have been notified by the ECI and BLOs have been appointed or not? Whether dedicated AERO, for making targeted efforts to enroll prospective electors (in age group 18-19) at the level of recognized educational institution, has been appointed?	4 months before draft publication of roll		
2.2.	Whether the EROs, AEROs have been sufficiently trained or not?	3-4 months before draft publication of roll		
2.3.	Whether steps have been taken to train the BLOs in operation of Garuda App and User manual guides provided or not?	4 months before draft publication of roll		
2.4.	Whether the pre-revision and revision activity schedule have been received or not?	3-4 months before draft publication		
2.5.	Whether the notice of publication of draft electoral roll has been issued by the ERO in Form-5 as per ECI schedule or not?	Just before draft publication		
2.6.	Whether the draft publication is made by the ERO in Form-5 as per the ECI schedule or not?	On the day of draft publication		
2.7.	Whether the draft roll is placed in the CEO website in “pdf” format or not?	On the day of draft publication		
2.8.	Whether sufficient publicity of the draft publication programme and places of publication has been given and the recognized political parties, local bodies, MLAs, MPs have been intimated in writing at least one week in advance or not?	One week before draft publication		
2.9.	Whether meeting of recognized state / national political parties have been called by ERO & DEO on the day of draft publication or not?	On the day of draft publication		
2.10.	Whether the minutes of the meeting with the political parties have been issued or not? Whether the minutes of the meeting held with political parties have been properly docketed and kept in record?	On the day of meeting with Political parties		
2.11.	Whether the copies of the draft roll have been handed over to recognized political parties free of cost under acknowledgement or not?	On the day of draft publication		

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<b>2.12.</b>	Whether the recognized political parties have been advised to identify and appoint booth level agents in each polling station?	On the day of draft publication		
<b>2.13.</b>	Whether Electoral Roll Observer appointment orders have been received or not, their liaison officers appointed or not and required arrangements for them have been made or not?	2-3months before the publication of final roll		
<b>2.14.</b>	Whether wide publicity of the revision programme and special camp days has been made or not?	30-45 days before final publication of roll		
<b>2.15.</b>	Whether format 1 to 8 prepared to check the health of electoral roll or not?	Before publication of draft and final rolls.		
<b>2.16.</b>	Whether claims and objections list is being placed on the website of CEO or not?	Every week after draft publication		
<b>2.17.</b>	Whether claims and objections received by EROs are being made available to all recognized political parties on a weekly basis or not?	Every week after draft publication		
<b>2.18.</b>	Whether action has been taken on verifying DSEs, PSEs, permanently shifted and deceased voters as per procedure or not?	After publication of Draft roll		
<b>2.19.</b>	Whether super checks are being done by the AEROs, EROs and DEO as prescribed or not?	After publication of Draft roll		
<b>2.20.</b>	Whether flagging of marked electors and PWDs is being done in the electoral database or not?	After publication of Draft roll		
<b>2.21.</b>	Whether special efforts have been made to enroll the PVTGs and 18 to 19 electors or not?	After publication of Draft roll		
<b>2.22.</b>	Whether certificate to the effect that all cases are dead / DSEs / PSEs / shifted / registered / death and un-enrolled electors have been taken in to disposed off by the ERO concerned and that all logical errors have been removed and 100% EPIC and 100% photo coverage in the PER has been submitted to ECI or not?	Before publication of final roll		
<b>2.23.</b>	Whether written clearance of commission has been taken for publication of final electoral roll or not?	Before publication of final roll		
<b>2.24.</b>	Whether the final electoral roll after approval of the ECI has been published in Form-16 at prescribed locations or not and uploaded in CEO website or not?	On the day of publication of Final roll		

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<b>2.25.</b>	Whether the copies of the final electoral rolls have been provided to recognized political parties free of cost under acknowledgement or not?	On the day of publication of Final roll		
<b>2.26.</b>	Continuous updation of Electoral Roll			
<b>2.27.</b>	Whether all the forms received for claims and objections after publication of the final list for that particular year is being properly displayed for a statutory period and disposed after giving due opportunity or not?	Continuous process after publication of final roll		
<b>2.28.</b>	Whether data entry is being done during continuous updation for all applications received in a month and disposed in the next month and manuscript is prepared by 25 <sup>th</sup> of that Month or not?	Continuous process after publication of final roll		
<b>2.29.</b>	Whether provision of printing supplement has been made in the application and supplement prepared accordingly	Continuous process after publication of final roll		
<b>2.30.</b>	Whether query-based search criteria have been placed on the website of the CEO for finding the name in the electoral roll?	Continuous process after publication of final roll		
<b>2.31.</b>	Whether the appropriate vendor/vendors has/ have been identified to manufacture and print the new secured EPIC?			
<b>2.32.</b>	Whether the EPICs are being timely delivered. Status of EPIC distribution and its pendency? i.e. at the end of manufacturer/ printer, at DEO level and on the part of department of post.			
<b>2.33.</b>	Whether the MoU has been made with Department of Post for delivery of EPIC?			

### GUIDING PRINCIPLES

- a) Electoral roll preparation is the constitutional duty of the ECI under Article 324(1).
- b) It is prepared under the provisions of the Representation of Peoples Act, 1950, Registration of Electors Rules, 1960 and executive orders issued under these statutes.
- c) Revision of rolls normally takes place in the later part of every year wrt. the 1<sup>st</sup> January of the coming year as qualifying date and final publication is made in the first week of January of the succeeding year.
- d) After amendment in Sec 14 of the R P Act, 1950 and corresponding changes in the RE rules 1960, now four qualifying dates (1<sup>st</sup>Jan, 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> Oct) have been made available for electors to register their name in the electoral roll. Annual Summary Revision will be conducted wrt. 1<sup>st</sup> January of the year as qualifying date and the ERO will invite

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claims and objections wrt. 1<sup>st</sup> January of the year as qualifying date and advance application in respect of subsequent qualifying dates i.e. 1<sup>st</sup> April, 1<sup>st</sup> July and 1<sup>st</sup> October can also submit their claim in Form 6 in advance during the Summary Revision and anytime in the year thereafter. Advance claims for subsequent qualifying dates will be taken up for processing under continuous updation during the relevant quarters.

- e) ERO and AERO are the statutory officers notified by the ECI who are responsible for the preparation of the electoral roll at the district level under the DEO.
- f) The field level machinery consists of BLOs and Booth Level Supervisors appointed by the DEOs.
- g) ECI issues schedule of the summary/special summary revision in the second half of every year which includes the following pre revision activities–

### Pre Revision Activities

- Rationalization of Polling Stations
- Removal of discrepancies of DSEs, PSEs and EPICs.
- Recasting of sections/parts, boundaries, locations etc.
- Identification of gaps and finalizing the strategies and timelines.
- Improvement of image qualities.
- Preparation of format 1 to 8
- Control table updation
- Preparation of supplements and integrated draft roll
- Printing of sufficient form for addition, deletion, modification etc to be done.

### Figure 1: Pre-Revision Activities

- h) The pre revision activities are followed up by the publication of the draft electoral roll.
- i) Before the draft publication consultation with the political parties is a must and proper publicity is to be given regarding the schedule and process of enrolment.
- j) Approval for special campaign days/dates also to be received from CEO office.
- k) Meeting of recognized state / national political parties is to be called by ERO & DEO on the day of draft publication and the draft list to be handed over free of cost.
- l) Arrangements are also made at the BLO level to read out the draft list in the gram/ward sabhas.
- m) The draft list has to be published in Form 5 and uploaded in the CEO website.
- n) Applications can be made through physical forms or online. (nvsp portal or voter helpline app)

The BLOs should be trained in the use of BLO app for processing the applications.

- o) The whole process of inclusion, deletion, modification, maintenance of roll etc is conducted through ERONET.

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- p) The claims and objections received are also made available to the political parties on a weekly basis.
- q) Disposal of claims and objections needs to be done as per the procedure prescribed by ECI by providing at least 7 days of notice time and personal hearing.
- r) Format 1 to 8 are to be prepared to check the health of the electoral roll constituency wise and district wise.
- s) Roll Observers appointed by the ECI will supervise the process of revision and report to the ECI.

Super checks need to be done by the Roll Observers/DEOs/EROs/AEROs.

- t) Approval of the ECI is a must before publishing the final roll.

Final roll is an integrated roll and is to be published in Form 16 by the ERO.

- u) Copy of the Final roll is to be handed over free of cost to all recognized political parties and it should be placed in the CEO/DEO website.
- v) The updation of roll is a continuous process and the updation goes on all the time.
- w) The names included or deleted after the publication of final roll in that year will be published in the supplements subsequently which will be integrated again in the next draft electoral roll publication towards the end of that year.
- x) In an election year, when a general election to the State Assembly or House of People is due in the State concerned during the 6 months' period ending on the date of expiry of the term of the said house, no deletion on any grounds shall be done without conducting field verification. However, under special circumstances only after obtaining the Commission's approval, such deletion can be carried out. After the announcement of elections, no change can be made in the electoral roll after 3 PM on the last day of nomination.
- y) In case of registered death, deletion of the name of deceased elector may be done (without mandatory field verification) if the identity is established on the basis of death certificate from the database of Registrar of Birth & Death. In such case, if the form-7 is not received from the field, it would be generated through ERO-NeT.
- z) **Super-Checking by DEO-** Verification of 50 Forms (20 additions + 20 Deletions + 10 Modifications) in the district covering all ACs under his jurisdiction (or) at least 10 Forms (4 additions + 4 deletions + 2 modifications) in each of the ACs of the district, by table top exercise. Out of these verified forms, field verification must be done in minimum 10 forms.

No change can be made in the electoral roll after 3 pm on the last day of nomination after the announcement of elections.

### 3. POLLING STATIONS

#### CHECKLIST

**Table 2: Checklist - Polling Stations**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
3.1.	Whether the Physical inspection with respect to the availability of infrastructure and AMF of all Polling Stations is completed. Whether all polling stations are on ground floor i.e. floor of the building shall be at the level of connecting road.	110-90 days before poll		
3.2.	Whether DEOs have displayed the draft list of Polling Stations at their office for a period not less than seven days from the date of publication of draft Polling Stations?	6 weeks before poll		
3.3.	Whether the draft list of Polling Stations have been put on website of CEO and DEOs?	6 weeks before poll		
3.4.	Whether copies of the draft Polling Stations have been supplied to the local branches of all recognized Political Parties?	6 weeks before poll		
3.5.	Whether a meeting has been a conducted with the Political Party representatives to discuss the draft list of Polling Stations?	5 weeks before poll		
3.6.	Whether the minutes of the meeting with Political Parties is maintained?	5 weeks before poll		
3.7.	Whether Polling Stations tables in “ECI Control Table Database” have been updated before sending the proposal of approval?	5 weeks before poll		
3.8.	Whether the finalized draft list of Polling Stations along with map, Scrutiny Sheet, Abstracts, Certificate and Minutes of the meeting with Political Parties have been sent to the Office of CEO?	5 weeks before poll		
3.9.	Whether the rationalization proposals have been securitized and forwarded to the CEO/ECI on time for approval?	4 weeks before poll		
3.10.	Whether the approval of ECI for rationalization of Polling Station has been communicated to the DEO?	4 weeks before poll		
3.11.	Whether the CEO has instructed to publish the final list of Polling Stations?	3 weeks before poll		
3.12.	Whether instructions have been given to EROs to display the final list of Polling Station at their offices?	3 weeks before poll		

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<b>3.13.</b>	Whether the final list of Polling Stations put on the website of CEO?	3 weeks before poll		
<b>3.14.</b>	Whether DEO is aware that they can correct only printing or clerical mistakes, if any after publication of final list of Polling Stations.	3 weeks before poll		
<b>3.15.</b>	Whether copy of final list of Polling Stations has been supplied to the recognized Political Parties at free of cost?	3 weeks before poll		
<b>3.16.</b>	Whether copy of final list of Polling Stations has been supplied to the Superintendent/Senior Superintendent / Commissioner of Police and Returning Officer / Assistant Returning Officers?	3 weeks before poll		
<b>3.17.</b>	Whether Control Table & Database have been updated?	3 weeks before poll		

### GUIDING PRINCIPLES

#### 3.1 GENERAL CONDITIONS

- a) The District Election Officer (DEO) is responsible for the provision of polling stations and the publication of the list of polling stations.
- b) A polling station should be provided for a well-defined polling area, normally covering not more than 1500 electors. Where the number exceeds Auxiliary polling station should be set up preferably in the same building.
- c) Polling stations should be set up in such a manner that ordinarily, no voter is required to travel more than two kilometers to cast his vote. In sparsely populated hilly or forest area, this rule may be relaxed.
- d) Halls should be well lit with ideally two doors and minimum area of 20 Sq mts. As far as possible, the polling stations should be set up on the ground floor of a building to facilitate voting for aged and disabled electors.
- e) In urban areas, not more than four polling stations and, in rural areas, not more than two polling stations should be located in the same building as far as possible.
- f) Where the polling area for a polling station comprises a number of villages, the polling station or stations should ordinarily be located in the village, which has the largest number of voters.
- g) Setting up a polling station in a temporary structure should be avoided.
- h) The location of the polling stations in private buildings or premises should generally be avoided; but where this becomes unavoidable, written consent of the owner should be taken.
- i) No polling station should be located in police stations, hospitals, temples or places with religious significance, and Court Complexes.
- j) There should be no political party office within 200 meters of a polling station.

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- k) DEOs to identify the localities predominantly inhabited by weaker sections and minorities and locate polling stations in these localities irrespective of the number of electors.
- l) Assured minimum facilities should be available in the identified polling stations as per latest instructions.

### 3.2 PREPARATION AND PUBLICATION OF LIST OF POLLING STATION

- a) The draft list of polling stations should be drawn up in the prescribed form accompanied by a map.
- b) the District Election Officer/Returning Officer should publish the draft, for general information in the language or languages of the electoral roll for the constituency, for general information, inviting objections and suggestions by a specified date, allowing a period of not less than seven days.
- c) Copies to be supplied to all recognized political parties and consultation to be done.
- d) Final list should be published only after approval of the ECI.

#### MODIFICATIONS OR CHANGE IN THE LIST

- a) Modifications should be done only when there is sharp increase of the number of voters, or the building is damaged/unavailable or owner has become politically active or during any natural calamity.
- b) On requests, only in exceptional cases with the approval of the ECI.
- c) Proposals to be sent only after consultation with the local recognized political parties.
- d) Nomenclature of the building changed proposals need not be send to ECI.

### 3.3 OTHER POINTS

- a) A copy of such finally published list shall be supplied, free of cost, to every recognized political party to whom copies of draft lists were earlier supplied.
- b) Each contesting candidate at an election shall be supplied, free of cost, with three copies of the list of polling stations for that constituency, immediately after the last date for withdrawal of candidatures.
- c) Copies may be supplied to anyone who demands at a price fixed by the CEO.
- d) The list of polling stations have to be placed on the CEO website.

### 4. PERSONNEL MANAGEMENT

#### CHECKLIST

**Table 3: Checklist - Personal Management**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
4.1	Whether the Database of all eligible employees (Central Government / State Government / PSUs / Government companies etc., has been prepared or not?	6 months before poll		
4.2	Whether the officers who are exempted have been excluded or not?	6 months before poll		
4.3	Whether appropriate grouping has been done in the database on the basis of Pay, Post, Rank and Departments?	4 months before poll		
4.4	Whether it is ensured that two officers of the same department or office are not put together?	70 days before poll		
4.5	Whether the 1 <sup>st</sup> , 2 <sup>nd</sup> & 3 <sup>rd</sup> Stage of randomization has been done as per the instructions of the ECI or not?	40 days, 15 days and 1 day before poll		
4.6	Whether Central Government Employees have been deployed for micro-observer duties or not?	5 weeks before poll		
4.7	Whether Photo Identify card has been issued to the Election officials or not?	4 weeks prior to poll		
4.8	Whether welfare measures of the Polling / Election officials are being followed or not?	4 weeks prior to poll		
4.9	Whether Postal Ballot facility has been planned and implemented for employees or not?	15 days before poll		
4.10	Whether special provisions with respect to women officials, PwD (person with disabilities) are being followed while allocation of duty or not?	5 weeks prior to poll		
4.11	Whether it is ensured that child labour is not engaged in the election duty.	From the day of announcement		

## CHECKLIST OF DISTRICT ELECTION OFFICER

### CATEGORY OF OFFICERS REQUIRED

- (a) Presiding Officers and Polling Officers
- (b) Micro observers
- (c) Sector Officers
- (d) Area/Sector Magistrates
- (e) Asst. Expenditure Observer and their teams to be engaged in Election Expenditure Monitoring.
- (f) Control Room/Help Line Staff
- (g) EVM Ground Staff
- (h) Officers/Officials to be engaged in Dispersal Counters, Facilitation Centers & Receipt Centers.
- (i) Assembly Level Master Trainers for imparting training to various categories of officials.
- (j) Officers/Staff required for various election cells.
- (k) Police Personnel
- (l) Counting Supervisors and Assistants
- (m) Additional Counting Staff
- (n) Voter Assistance Booth Staff
- (o) Digital/Video camera Supervisors
- (p) Booth Level Officers
- (q) Nodal Officers for the 16 cells at district level.

### WHO CAN BE DEPLOYED

- (a) Central Government and State Government
- (b) Local Authority
- (c) University established or incorporated by/ under a Central / State Govt. Act.
- (d) Government Company, Institution, Concern or Undertaking which is established by/ under Central/State Act or which is controlled/financed wholly/substantially by funds provided directly/ indirectly by Central/State Govt.

\*\* for any clarification on the subject matter latest instruction of Election Commission of India may be referred.

### WHO CANNOT BE DEPLOYED

- (a) Officials working in CBI, IB and RAW and personnel working in essential services.
  - (b) Contractual workers or Anganwadi workers not to be engaged in elections
  - (c) Sr. officers of Indian Forest Service, Veterinary Doctors and Compounders, Cattle Extension Officers, Medical Practitioners, Territorial staff of Wild Life/ Sanctuary Dept., Staff of AIR, Doordarshan and FCI.
  - (d) Staff of commercial bank in rural area, where the bank has only one employee.
  - (e) Operational staff of BSNL, MTNL, UPSC, educational institutions and Technical staff of electricity companies (except in unavoidable circumstances)
  - (f) Officials against whom ECI recommended disciplinary action or who have been charged for lapses in election related duties.
  - (g) Officials against whom criminal case is pending.
  - (h) Physically challenged persons in polling duty unless required for deployment at PwD managed Polling Stations.
  - (i) Where female employees are engaged in polling duty guidelines of ECI be followed.
  - (j) Official due to retire within 6 months' time or who has already retired but is on extension of service or re-employed.
- \*\* for any clarification on the subject matter latest instruction of Election Commission of India may be referred.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### GUIDING PRINCIPLES

**Table 4: Nodal Officer Responsibilities**

S.No	Nodal Officer	Broad responsibilities (only indicative)
1	Nodal Officer for Manpower Management	Responsible for assessing the entire requirement for manpower in the district, their availability, obtaining their data, its analysis, appointments, randomization of Polling personnel, arrangements for advance and delayed polling parties.
2	Nodal Officer for Training Management	Responsible for the capacity building and training of all election related officers / officials, arrangements of training venue and all logistics, training materials, their distribution and organize training / training material for political parties, candidates and their agents if required. Management of SLMT / DLMT. Coordination for police personnel training.
3	Nodal Officer for Material Management	Responsible for estimating requirements (statutory and non-statutory forms, indelible inks, ballot papers and all other poll materials etc) and make arrangements to procure all the material required for conducting elections at the district level, to receive materials being distributed by the CEO office and their distribution.
4	Nodal officers for Transport Management	To assess the requirement and availability of all kinds of transport to be used in the elections and timely requisitioning.
5	Nodal Officer for computerization, Cyber Security and IT	Functioning of DEO's website, updating of CEOs website with local news / updates, uploading of latest photographs and information, functioning of Commission's ICT applications in District, to provide software and hardware, providing technical support and arrangements for webcast.
6	Nodal Officer for SVEEP	Prepare district SVEEP plan, KAP (Knowledge, Attitude, Practice) survey, NVD celebration, device ways to increase enrolment of voters and their participation in Polls, compilation of SVEEP documents.
7	Nodal Officer for Law & Order, VM & Security Plan	To compile and prepare daily law and order report, to arrange for induction, thereby briefing, training, stay, transport, mobile, de-indication etc., for the CAPF, preparation of VM plan and identification of critical polling booth, coordination with district police.
8	Nodal Officer for EVM management	To ensure proper storage, security, availability and checking of EVMs by BEL / ECIL engineers, overall monitoring and ensuring of FLC, EVM randomization, Commissioning, dispatch, replacement of EVMs, EVMs sealing, transportation of EVMs. EVM Data Management and preparing report.
9	Nodal Officer for MCC	Compliance of MCC instructions by the Officer / Candidates / Political parties / Media etc., in district. Compliance of daily reports, sending MCC references to CEO and their implementation, forwarding of ATR on MCC violation, implementation of SoP for first 72 hours and disposal of C-Vigil complaints. Last 48 hours protocol implementation.

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>10</b>	Nodal Officer for Expenditure monitoring	The Nodal Officer will train the manpower engaged in various teams of the expenditure monitoring work well in advance, before the notification of election. The expenditure monitoring cell shall be responsible for videographic all public meetings / Rallies political parties / potential candidates during the period between announcement of elections by ECI and notification of election. All such expenditures incurred by the Political parties as per the Videos CDs / DVDs are to be calculated by the cell and handed over to DEO for estimating the expenditure by the Political parties. Rate fixation of various campaign items / activities.
<b>11</b>	Nodal Officer for Ballot papers, Postal ballot, ETPBS	Ensure their timely transportation, proper storage and distribution of ballot papers to Absentee voters and arrangements for returned polled ballots to safe custody for counting. Home voting for eligible voters. All matters related to ETPBS.
<b>12</b>	Nodal Officer for Media	Responsible for dissemination of election related information, instructions, briefs, press notes, arrangement of press conferences and submitting press cuttings, exchange of information with media, maintaining daily reports, work as a member of district MCMC and cases of paid news.
<b>13</b>	Nodal Officer for communication plan	To prepare communication plan, implementation of various monitoring systems, arrangements for communication shadow areas and mid-course correction on poll day.
<b>14</b>	Nodal Officer for Electoral Rolls	Coordinate with EROs for enrolments of voters during SSR and continuous revision of electoral rolls, monitor distribution of EPIC, supply of marked copy of electoral rolls to recognized political parties and their candidates and availability of alphabetic voter assistance booths (VABs). All matters related to electoral rolls / BLOs.
<b>15</b>	Nodal Officer Complaints Redressal and voter helpline:	Ensure timely disposal and redressal of complaints logged on National Grievance Service Portal, ensure handling of Telephone call and their disposal received on voter helpline number 1951.
<b>16</b>	Nodal Officer for Observers	Keep track of the arrival, departure, boarding and lodging arrangements, liaison officer arrangement, reading material, transportation, security, telephone connectivity, computers, printer, etc., for all Observers.

### 4.1 DATABASE

District Database of all employees of Central Govt./State Govt., Central/State PSUs, Govt. Companies shall be prepared in a Software supplied by CEO Office with particulars of the employee along with his Home and Workplace and Voter details.

### 4.2 FORMATION OF POLLING PARTIES

- a) While forming the Polling parties proper mix of personnel should be done so that No two officials of same department or office and persons are not deployed in their Home AC or in the AC where they are working. Further the presiding officer should be Gazetted officers / Supervisory officers and presiding and other officers should be classified on the basis of Pay, Post and Rank.
- b) The DEO has to submit a certificate that proper mixing has been done.

### 4.3 RANDOMIZATION

**Table 5: Stages of Randomization**

Stage	When	Outcome	Observer Role
First	40 days before the date of the poll	1. To generate 120% of the total anticipated requirement of staff 2. Appointment of staff as PrO or PO 3. Indication of venue and time of training 4. AC not to be disclosed	Observer presence not required
Second	6 to 7 days before the day of poll	1. Formation of polling parties 2. Allocation of AC	To be done in the presence of Observer
Third	One day before the poll on the day of distribution	Allocation of polling station	Observer presence mandatory

#### **SPECIAL PROVISIONS**

##### ***WOMEN OFFICIALS***

- a) Wherever number of exclusive female voters or pardanashin women is high there must be at least one lady polling officer.
- b) All pregnant/Lactating mothers may be exempted from duty.
- c) All women managed polling stations to be set up in each assembly constituency to ensure greater constructive participation of women in the electoral process.

##### ***PERSON WITH DISABILITIES***

- a) The employees under PwD category “persons with benchmark disability’ as defined under section 2 (r) of The Right of the Person with Disability Act-2016 should not be deployed on election duty unless required to be deployed at PwD managed Polling Stations.
- b) For Physically disabled persons (Including visually impaired, hard of hearing, blind, speech impairment etc.) if he/she would not be in a position to perform duties must be exempted subject to satisfaction of DEO/RO.
- c) In case, they are appointed they should not be appointed in remote areas or difficult locations.
- d) PwD manned polling stations should be setup with the prior approval of the CEO of the concerned State.

### 4.4 MICRO OBSERVERS/ELECTION VOLUNTEERS

Following categories of personnel can be considered for use as Micro Observers/election volunteers in election management

- (a) Serving GoI officials not below Group C. (Not in Home AC)
- (b) Retd. GoI officials and State Govt. officials, not below Group C, within district (not in Home AC)
- (c) Members of NSS and Bharat Scouts.
- (d) Serving State Govt. officials from other states not below Group C

## CHECKLIST OF DISTRICT ELECTION OFFICER

- (e) Employees of Central Public Sector undertaking not below Group C
  - i. Database of all such officer shall be prepared by the DEO with all required details.
  - ii. Appointment of micro-observers shall be based on the sensitivity analysis of the polling stations by the DEO in consultation with the observer.
  - iii. Allotment of polling station to micro-observers after randomization in the presence of observer.
  - iv. Nodal Officer to be appointed by the collector for coordination and logistics management of micro-observers.
- (f) The observer shall train the micro-observers.
- (g) Remuneration and TA/DA in accordance with latest instruction issued on the Subject.

### 4.5 EXPENDITURE MONITORING TEAMS

- a) AEOs to be appointed from the date of announcement by DEO well before announcement of elections programme and to start work.
- b) Flying Squads and Static Surveillance Teams
- c) Video Surveillance Teams & Video Viewing Teams
- d) Accounting Teams
- e) Liquor Monitoring Team
- f) Election Expenditure Monitoring Cell
- g) Complaint Monitoring Cell & Call Centre

#### PHOTO IDENTITY CARD

An identity card shall be issued to all polling personnel by the DEO/RO in the prescribed format with a photograph pasted duly attested by concerned DEO/RO.

### 4.6 POLLING PERSONNEL WELFARE MEASURES

- a) Senior officer as nodal officer to coordinate and supervise welfare measures.
- b) Proper arrangement of basic amenities at training venues, dispersal centers/reception centers
- c) Refreshment arrangements - on payment or otherwise
- d) Basic amenities at polling stations and
- e) Health care/first aid.
- f) In relation to women personnel all instructions of ECI and Court orders to be complied with.

### 4.7 EX-GRATIA COMPENSATION IN CASE POLLING PERSONNEL DIES

- a) A person to be considered on election duty as soon as he leaves his residence/office to report for any election related duty including training and until he reaches back his residence/office after performance of his election duty - There should be a causal connection between occurrence of death/injury and the election duty.

#### ENGAGEMENT OF CHILD LABOUR IN ELECTION RELATED ACTIVITIES

It is to be ensured that children (below 14 years) are not engaged for any work connected with the election process etc.

- b) Ex-gratia compensation as per rules/regulations of the state government/ECI.

## 5. NOMINATION

### CHECKLIST

**Table 6: Checklist: Nomination**

S.No	Subject	Timeline	Status Yes / No	Remarks of CEO
5.1	Whether training to ROs and AROs about nomination process has been completed?	Within 6 months from the date of Poll (P)		
5.2	Whether the notification of President of India and notification issued by ECI received?	Up to a Week before issue of Schedule of notification		
5.3	Whether Returning Officer has issued public notice u/s 31 of the Act. ?	On the day of election notification		
5.4	Whether arrangements at the place of nomination have been completed with respect to Law & Order issues and Videography / CC TV Camera coverage?	A week prior to election notification		
5.5	Whether sufficient publicity has been made with respect to the form for Nomination and Affidavit along with other documents and sufficient copies have been printed?	15 days prior to election notification		
5.6	Whether Encore online nomination application has been made operational	24 days to 18 days before poll		
5.7	Whether preliminary examination of the Nomination paper received is being done from technical stand point or not?	On the days of nominations		
5.8	Whether check list is being issued to all the person who are filing Nominations?	On the days of filing of nominations.		
5.9	Whether notice of nomination in Form-3A is being published after 3PM on each day?	Every day during the period of receipt of nominations		
5.10	Whether Affidavit is being displayed in the RO office and uploaded in the CEO website or not?	On the same day of receipt of nomination/ affidavit		
5.11	Whether the consolidated list of nominated candidates has been prepared on the last day of nominations or not?	On the last day of nominations		

## **GUIDING PRINCIPLES**

### **5.1 NOTIFICATION**

- a) The President of India in case of General Elections to Lok Sabha and the Governor of State in case of General Elections to State Legislative Assembly to issue notice to be published in the Gazette under section 14 and 15 of the RP Act respectively.
- b) On the same day ECI to issue notification u/s 30 of the Act fixing the program of the election in the official gazette of the state.

### **5.2 ISSUE OF PUBLIC NOTICE**

- a) Returning Officer to issue Public Notice under section 31 of the Act in Form – I specifying the name of ARO, Place, and Time of receiving nomination, Date, Time and Place of Scrutiny, withdrawal and date and hours of poll in English and in the languages used for official purpose in the state.
- b) Such notice shall be published on the notice board of RO office, other prominent public offices, polling stations, etc., giving wide publicity (Gazette publication not required).

#### **ASSISTANT RETURNING OFFICER**

Assistant Returning Officer who specified in the public notice can perform all functions of Returning Officer except scrutiny unless RO is unavoidably prevented from holding such scrutiny. However, the ARO shall sign only as ARO in all the Election Papers and not “For Returning Officer”.

### **5.3 PRESENTATION OF NOMINATION PAPERS**

- a) Nomination Paper is to be presented in Form – 2A for Lok Sabha and Form – 2B in Legislative Assembly elections to the RO/ARO in the time and place and during the schedule as mentioned in the public notice.
- b) Form has to be presented either by the candidate or his proposer or any one of the proposer of his nomination paper and by no one else at the place specified in the public notice between 11:00 AM to 3:00 PM on any of the notified dates.
- c) Nomination papers not be accepted on a public holiday as notified under the Negotiable Instruments Act, 1881.
- d) A maximum of 4 sets of nominations can be filed by each candidate for once constituency.
- e) A candidate cannot file nomination from more than 2 constituencies.
- f) During filing of nominations maximum of 3 vehicles can be allowed within the periphery of 100 mtr. of RO/ARO office.
- g) Apart from candidate only four persons can enter the RO/ARO office.
- h) Entire proceeding outside the RO/ARO office to be recorded with CCTV or video camera.
- i) The facility of online data entry in nomination form and affidavit is available through ECI Suvidha Portal i.e., Suvidha.eci.gov.in and this portal also includes the facility of online payment of security deposit. However, submission cannot be done online. A signed and notarised printout of the form has to be submitted physically to the RO/ARO.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### 5.4 DOCUMENTS TO BE ENCLOSED WITH NOMINATION PAPERS

<b>Affidavit in Form – 26</b>	}	<ul style="list-style-type: none"> <li>• All the columns either to be filed or return as Nil/NA/Not Known.</li> <li>• Incomplete forms liable for rejection</li> <li>• Latest by 3:00 PM on the last day of nomination</li> <li>• The candidate shall publish a declaration about all cases mentioned in Form – 26 for wide publicity in News Papers in Format C – 1 at least on three different dates from the following last date of withdrawal and up to two days before the date of poll.</li> <li>• Same declaration should be done of TV channels on 3 different dates.</li> <li>• The political parties also to make such publications on their website, TV Channels and Newspapers in Format C -2. (Timelines to be added)</li> </ul>
<b>Certified extract of Electoral Roll</b>	}	<ul style="list-style-type: none"> <li>• Can be filed up to the time of scrutiny.</li> </ul>
<b>Form A &amp; Form B</b>	}	<ul style="list-style-type: none"> <li>• Form - A to be submitted to CEO and A &amp; B to Returning Officers.</li> <li>• Latest by 3:00 PM on the last day of nomination</li> </ul>
<b>Copy of SC/ST caste certificate</b>	}	<ul style="list-style-type: none"> <li>• If applicable</li> </ul>
<b>Security Deposit</b>	}	<ul style="list-style-type: none"> <li>• Rs. 25,000 for Lok Sabha and Rs. 10,000 for Legislative Assembly.</li> <li>• SC/ST candidate to deposit only half of the amount.</li> <li>• To be deposited in cash with RO or in treasury under the specified Head of Account.</li> <li>• Only one deposit is required even if 4 sets are filed.</li> </ul>
<b>Oath/Affirmation</b>	}	<ul style="list-style-type: none"> <li>• To be taken under Article 84(a) or Article 173(a) of the Constitution of India</li> <li>• To be made and subscribed in the prescribed form before authorized persons.</li> <li>• Authorized persons are RO, ARO, Superintend of Prison in case of person under preventive detention and Superintend of Hospital in case of candidate confined to bed in hospital, in case out of India the diplomatic/ counselor representative of India, Magistrate of First Class, District Judges etc.</li> <li>• Oath to be subscribed before the date prescribed for scrutiny.</li> </ul>
<b>Photograph</b>	}	<ul style="list-style-type: none"> <li>• Stamp size recent photograph in white background with full face view with signature on the back.</li> </ul>
<b>Bank Account</b>	}	<ul style="list-style-type: none"> <li>• A separate bank account for the purpose of election expenditure.</li> </ul>
<b>Signature</b>	}	<ul style="list-style-type: none"> <li>• Specimen signature of the candidate to be obtained.</li> </ul>

**Figure 2: List of Documents to be included**

## CHECKLIST OF DISTRICT ELECTION OFFICER

**Preliminary examination** of the nomination papers should be done from the technical standpoint at the time of filing but no formal scrutiny be done.

- a) Compare the entries relating to name in Electoral Roll of candidate and proposers.
- b) Check the Form – 26 regarding whether all the entries are there or not.
- c) Check whether all the documents as required are submitted or not and in case not submitted issue the copy of checklist of documents as prescribed in page – 76 of RO Handbook mentioning the defects in the nomination set and time by which defects need to be rectified. A copy to be given to presenter of the nomination.

### 5.5 PROPOSER

One proposer is required for a recognized party (except state party not recognized in the state) and 10 for other candidates. The proposer should be elector from the same constituency and one elector can be proposer for more than 1 nomination paper of the same candidate or different candidates.

### 5.6 OTHERS

- a) The receipt for nomination paper and notice of the scrutiny along with the notice for allotment of symbols to be given to the presenter of nomination.
- b) All the nomination papers to be serially numbered with initials and date and time of receipt and acknowledgment be given for each nomination paper.
- c) Notice of nomination in Form – 3A shall be published in the RO office notice board after 3:00 PM on each day of receiving of nomination which shall be communicated to CEO and DEO. If more than one nomination has been presented in respect of same candidate notice for all to be given.
- d) Copies of nomination paper filed by each candidate along with affidavit shall be displayed on notice board of RO office on the same day of receiving nomination and copies may be given to media or anyone on demand.
- e) Copy of the affidavit to be uploaded on the website of the CEO within 24 hours of submission.
- f) Copy to be uploaded even if the affidavit is incomplete along with the notice issued to the candidate.
- g) If anyone furnishes information countering the affidavit that counter affidavit should also be published on notice board, disseminated, and uploaded on website.
- h) The consolidated list of nominated candidates shall be prepared in a prescribed format and to be sent to the CEO and Election Commission. In this case if more than one nomination is filed by one candidate it is not necessary not to include the name more than once.
- i) The register for maintenance of account for election expenses by candidate from the date of nomination may be given to the presenter of nomination along with a letter inviting attention of candidate to the relevant provisions of law.
- j) Copies of the orders related to restrictions of printing of posters and pamphlets under section 127(a) of the RP Act to be intimated to the candidates.

## 6. SCRUTINY

### CHECKLIST

**Table 7 Checklist: Scrutiny**

S.No	Subject	Timeline	Status Yes / No	Remarks of CEO
6.1	Whether notice of scrutiny had been given to all candidates or not and acknowledgement taken?	On the day of receipt of nomination		
6.2	Whether the candidates have been informed about the number of people allowed at the time of Scrutiny?	One week before the election notification		
6.3	Whether all the nomination papers, along with attached documents, filed before RO have been serially numbered by the ROs and properly secured or not?	After the completion of filing of nominations.		
6.4	Whether sufficient law & order arrangements made in an around the office of RO at the time of nomination and scrutiny or not?	A week prior to date of nomination till the date of finalisation of list of candidates.		
6.5	Whether all the decisions of the RO on acceptance or rejections have been recorded and reasons written and summary enquiry conducted with speaking orders or not?	On the day of scrutiny		
6.6	Whether list of validly nominated candidates has been prepared in Form-4 after completion of scrutiny or not?	On the day of scrutiny		
6.7	Whether RO has arranged the name of the candidates in Form-7A under 3 categories as prescribed or not?	On the day of scrutiny		

### GUIDING PRINCIPLES

#### 6.1 BASIC POINTS

- a) Scrutiny is a quasi-judicial duty of the returning officer to be conducted by the Returning Officer only (Except in unavoidable circumstances) on the date and hour fixed for such purpose as per the public notice in the presence of persons entitled under section 36 of RP Act 1951 (The candidate, election agent, one proposer of each candidate and one other person duly authorized in writing by each candidate).
- b) However, it is not necessary that the candidate/representative should be present.
- c) All nomination papers filed by the candidates should be scrutinized as per serial number.
- d) If a candidate has filed more than one nomination paper and the first nomination paper is

## CHECKLIST OF DISTRICT ELECTION OFFICER

already accepted the other nomination papers also to be scrutinized and decision to be taken for acceptance or rejection by the RO.

- e) The candidate/representative should be given reasonable facility to examine the nomination papers of other candidates.
- f) Where a recognized party has sponsored a main candidate and a substitute candidate the nomination of main candidate should be taken first for scrutiny and if it is found valid the substitute candidate shall not be deemed to have been setup by that party.

### 6.2 OBJECTIONS AND SUMMARY ENQUIRY

- a) Either the RO or the candidate/representative present can raise objections to any nomination.
- b) RO shall hold a summary enquiry in all cases of objections to decide the same and to treat the nomination as valid or invalid.
- c) Every decision of the RO shall be recorded in writing giving briefly the reasons where an objection has been raised or why he/she rejects the nomination paper.
- d) A copy of such order has to be supplied to the objector on request.
- e) In case a candidate on whom objection has been raised requested time to reply, the scrutiny of such candidate can be adjourned by the RO. However, it cannot go beyond 11:00 AM on the second day after date fixed for scrutiny.
- f) The crucial date for determining qualification and disqualification (with regard to age, name in electoral roll, substance of contract, holding office of profit etc.) is the date fixed for scrutiny of nomination.

### 6.3 QUALIFICATION

- a) Must be a citizen of India (Art. 173(a))
- b) Must be an elector for any Assembly Constituency in the State in India for House of People (Sec. 4) and elector for any Assembly Constituency in the State for Legislative Assembly (Sec. 5)
- c) In case of a seat reserved for SC, must be a member of SC in the State. (Sec. 5(a))
- d) In case of a seat reserved for ST, must be a member of ST in State. (Sec. 5(a))
- e) Must make and subscribe before authorized person an oath or affirmation in the form set out in Third Schedule. (Art. 173 (a))
- f) On the date fixed for scrutiny of nominations, minimum age must be 25 years. (Sec. 36 (2) (a) and Art. 173 (b))
- g) A member of SC or ST is eligible also for a seat not reserved for SC or ST. (Sec. 55)

### 6.4 GROUNDS FOR REJECTION

- a) A candidate is not clearly qualified in law.
- b) The candidate is clearly disqualified in law.

## CHECKLIST OF DISTRICT ELECTION OFFICER

If a person holds any office of profit.	If a person is of unsound mind and so declared by the competent court.	If a person is an undischarged insolvent.	If a person is not citizen of India.
If a person is disqualified on grounds of conviction under RP Act, 1951.	If a person is disqualified on ground of corrupt practices as per the list circulated by ECI.	If a person is disqualified for dismissal for corruption or disloyalty (Section 9).	If a person is disqualified for having contract with the state government.
	If a person is disqualified or working under government company (section 10).	If a person is disqualified for failure to lodge accounts of election expenses (Section – 10(A)).	

Prescribe affidavit has not been filed.

Affidavit in Form – 26 is not fully filled (Wrong or False information in the affidavit cannot be the reason for rejection).

Proper deposit has not been made.

Signature of candidate or proposer missing in the nomination form or are not genuine.

Nomination paper not subscribed by requisite number of proposers

Certified extract of electoral roll not submitted.

Complete address of candidate not mentioned.

Nomination not filed before the RO or the specified ARO at the specified place, time and date prescribed in the public notice.

Oath or Affirmation not made by the candidate as required under constitution/law.

The decision of RO in rejecting or accepting the nomination of a candidate is not subject to review or revision by any authority including the courts and the Election Commission until the process of election is over. It can be challenged only by means of an election petition (Article 329(b)).

### 6.5 LIST OF VALIDLY NOMINATED CANDIDATES

- a) After the scrutiny is over the RO shall prepare a list of validly nominated candidates in Form – 4.
- b) The RO shall arrange the names of the candidates from the list under Form – 7A under 3 categories

## CHECKLIST OF DISTRICT ELECTION OFFICER

- i. Candidates of recognized National and State political parties
  - ii. Candidates of registered unrecognized political parties
  - iii. Other independent candidates
- c) The names of the candidates in each category should be arranged alphabetically according to the script of the language of the state. The spelling of the names should be carefully checked before sending into the CEO office.
  - d) Spelling of the name may be corrected/alterd on an application to the RO before the preparation of list of contesting candidates (Form – 7A).

### 6.6 SUBSTITUTE CANDIDATE

- a) The nomination paper of substitute candidate will be rejected if the nomination paper of main candidate of party is accepted. However, if such substitute candidate has also filed another nomination paper subscribed by ten proposers, then this nomination paper will be scrutinized independently by treating him as an independent candidate.
- b) Where the nomination paper of the main approved candidate is rejected, the substitute candidate will be treated as main candidate of the party and his nomination paper will be scrutinized accordingly.

## 7. WITHDRAWALS

### CHECKLIST

**Table 8: Checklist - Withdrawals**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
7.1	Whether all the validly nominated candidates have been notified about the time, date and place allowed for withdrawal?	On the day of scrutiny		
7.2	Whether the notice of withdrawal has been received by the RO only from candidate or his proposer or his election agent?	On the days notified for withdrawal of candidatures		
7.3	Whether the notice of withdrawal is being affixed on the RO notice board every day or not?	On the days notified for withdrawal of candidatures		
7.4	Whether the list of contesting candidate is prepared in alphabetical order as per 3 categories by the RO in Form-7A or not?	On the last day of withdrawal of candidature		
7.5	Whether the copy of Form-7A is supplied to the candidates or not?	On the last day of withdrawal of candidature		
7.6	Whether Form-7A has been sent to CEO by Fax, e-Mail etc., or not?	On the last day of withdrawal of candidature		
7.7	Whether the election papers or sealed and kept at ROs custody or not?	On the last day of withdrawal of candidature		

### GUIDING PRINCIPLES

#### 7.1 NOTICE OF WITHDRAWAL

Any candidate may withdraw his candidature by giving Returning Officer a notice in Form 5 signed by him and delivered before 3 o'clock in the afternoon of the last date fixed for such withdrawal. Any withdrawal after that hour is invalid and has no legal effect.

- a) Every notice of withdrawal must be delivered to Returning Officer by (i) the candidate, or (ii) any of his proposers, or (iii) his election agent.
- b) If the proposer or the election agent is submitting the withdrawal notice, then the withdrawal notice should be accompanied by a written authorization by the candidate authorizing the agent/ proposer to submit withdrawal notice. Without the authorization, the withdrawal notice submitted by election agent or proposer has no effect and has to be ignored.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- c) A candidate can give notice of withdrawal only after the scrutiny of nominations is over; such notice can be given on the date of scrutiny after the scrutiny is over or on the next day, if it is not a public holiday delivered during the normal working hours of the Returning Officer's office, that is to say, even before 11.00 A.M. or after 3.00 P.M. Receipt of withdrawal to be given.
- d) A notice of valid withdrawal in Form 6 should be affixed on the RO's notice board every day.
- e) Once a candidate has validly withdrawn, he cannot be allowed to cancel such withdrawal and continue as a candidate.

### 7.2 LIST OF CONTESTING CANDIDATES

Immediately after 3 P.M. on the last day fixed for withdrawal of candidatures and after completing the symbol allotment the list of contesting candidates is to be drawn in Form 7A.

- The lists of contesting candidates should be prepared according to the ECI
- The list of contesting candidate should have the photograph of the candidate against their names and party affiliation to be mentioned if any and the symbol allotted.

- Copy of the list to be affixed in some conspicuous place in the RO office and it should be supplied to the candidates.
- A copy of the list of contesting candidates to be displayed outside each polling station.

Returning Officer shall publish the list of contesting candidates in the Official Gazette.

It is necessary to prepare the list of contesting candidates even in the case of uncontested election. It is, however not necessary to publish it in the Official Gazette.

Send to Chief Electoral Officer immediately by Fax/E-mail or special messenger the list of the contesting candidates in form-7A.

Figure 3: Flowchart - List of Contesting Candidates

### **7.3 OTHER IMPORTANT POINTS**

- a) After the finalization of the list of contesting candidates, issue an identity card to each contesting candidate in the form prescribed format (Refer to latest RO Handbook).
- b) Returning Officer should draw attention of the contesting candidates by a notice in writing to the provisions relating to corrupt practices and electoral offences in the Representation of the People Act, 1951, and offences relating to elections contained in Chapter IX-A in the Indian Penal Code. The above notice may be issued to the contesting candidates immediately after the last date fixed for the withdrawal of candidature.

### **7.4 SAFE DEPOSIT OF PAPERS RELATING TO NOMINATIONS, SCRUTINY AND WITHDRAWAL OF CANDIDATURES WITH THE DISTRICT ELECTION OFFICER**

All election papers and proceedings relating to nominations, scrutiny and withdrawal of candidatures for an election in each constituency should be placed together in a packet or envelope which should be sealed with Returning Officer's seal and kept in Returning Officer's custody. These should then be sent to the District Election officer for safe custody after the declaration of the result of the election is made. The name of the constituency and a brief description of its contents should be noted on the packet or envelope for ready reference.

## 8. UNCONTESTED ELECTIONS

### CHECKLIST

**Table 9: Checklist - Uncontested Elections**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
8.1.	Whether in case of only one contesting candidate the result has been declared after the last hour of withdrawal of candidature?	On the last day of withdrawal of candidature		
8.2.	Whether result has been declared in appropriate form (Form-21 / 21B) or not?	On the last day of withdrawal of candidature		
8.3.	Whether return of election in Form-21E has been made or not?	On the last day of withdrawal of candidature		
8.4.	Whether report of the result by sending a copy of declaration to ECI / GOI / State Government / Secretary General Lok Sabha / Secretary State Legislative Assembly and CEO of the State has been done or not?	On the last day of withdrawal of candidature		
8.5.	Whether certificate of election in Form-22 has been handed over to the winning candidate or not?	On the last day of withdrawal of candidature		

### GUIDING PRINCIPLES

#### **UNOPPOSED RETURNS**

If in any constituency, there is only one contesting candidate, that candidate should be declared to have been duly elected immediately after the last hour for withdrawal of candidature. In that event, a poll is not necessary.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### Declaration

The result of election should be declared under sub-section (2) of Section 53 of R.P. Act, 1951 in Form 21 or Form 21-B as may be appropriate.

After making the declaration (see paragraph 9.2) complete the return of election in Form 21-E. Mention that the election was uncontested.

Report the result of such uncontested election by sending a copy of the declaration to the Election Commission of India; the Government of India in the Ministry of Law & Justice (if the election is to the House of the People) or the State Government (if the election is to the State Legislative Assembly); the Secretary General to the Lok Sabha or Secretary to the State Legislative Assembly, as the case may be; and the Chief Electoral Officer of the State / Union Territory

### Certificate of Election

As soon as may be after a candidate has been declared elected, Returning Officer should grant to such candidate a certificate of election in Form 22 and obtain from the candidate an acknowledgment of its receipt duly signed by him.

It is essential that this acknowledgment is signed by the candidate himself and his signature is attested by Returning Officer before dispatch.

Immediately thereafter, send the acknowledgment by registered post to the Secretary General to the House of the People, or as the case may be, to the Secretary to the Legislative Assembly.

If the elected candidate is not present at the time of declaration of result and also does not visit the locality shortly thereafter, the certificate should be handed over to a person duly authorized by him/her in this behalf and personally known to Returning Officer. The acknowledgment (duly signed by the candidate) must also be obtained through the same person.

## 9. ALLOTMENT OF SYMBOLS

### CHECKLIST

**Table 10 Checklist: Allotment of Symbols**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
9.1.	Whether the latest notification of ECI with names of recognized parties, list of symbols reserve for them, list of unrecognized parties and list of free symbols approved for each state has been communicated or not?	One week before issue of notification		
9.2.	Whether the provisions under Election Symbols (reservation and allotment) order, 1968 have been clarified to all ROs and the procedure explained or not?	One week before issue of notification		
9.3.	Whether RO has received all the orders of ECI under para 10, para 10A, para 10B or not?	Till the last day of nominations		
9.4.	Whether the RO has explained to all the candidates that once allotment is made it cannot be changed except by Commission?	On the day of filing nomination		

### GUIDING PRINCIPLES

#### 9.1 APPROVED ELECTION SYMBOLS

- a) The Election Commission of India has issued an Order, namely, Election Symbols (Reservation & Allotment) Order, 1968 relating to specification, reservation, and allotment of symbols.
- b) The Commission notifies at regular intervals the names of the recognized National and State parties, the list of symbols respectively reserved for them, the list of registered unrecognized parties and the list of free symbols approved for each State. No candidate can choose a symbol outside these lists. Even if he does, such choice cannot be approved by Returning Officer.
- c) Returning Officer must always refer to the latest notification issued by the Commission in this regard, and as amended from time to time.

There are two categories of symbols, namely Reserved symbols, and Free symbols. A “reserved symbol” means a symbol reserved for a recognized (National or State) party and a “free symbol” means a symbol other than a reserved symbol.

#### 9.2 CHOICE OF SYMBOLS BY CANDIDATES

- a) A candidate sponsored by a National or State Party shall choose and shall be allotted only the symbol exclusively reserved for that party and no other symbol.

- b) The candidates other than these shall choose three symbols in order of preference from out of the list of free symbols specified for the State/Union Territory by the Commission and indicate such preference in the nomination paper.

**9.3 ALLOTMENT OF SYMBOLS BY RECONGISED PARTIES**

- a) If the candidate has been set up by a National or State Party, then, in his nomination paper, he can choose only the symbol reserved for that party and no other symbol.
- b) A reserved symbol can be allotted only to the candidate duly set up by the party for which the symbol is reserved. Such symbols cannot be allotted to other candidates in any constituency even if the party concerned has not put up any candidate in that constituency.
- c) The Commission, on an application made to it under para 10 of the Symbols Order, 1986, may direct that a candidate set up by a State Party, may be allotted its reserved symbol in any other State, where it is not a State Party.
- d) The Commission may on an application made to it under para 10A of Symbols Order allow a political party, which is unrecognized at present but was a recognized National or State party in any State or Union Territory not earlier than six years from the date of notification of the election, and which sets up a candidate at an election in a constituency in any State or Union Territory, whether such party was earlier recognized in that State or Union Territory or not, the use of the symbol reserved earlier for that party when it was a recognized National or State party.
- e) Under paragraph 10B of the Symbol order, 1968, a registered un-recognized Party may submit application to the Commission for allotment of a common symbol from the list of free symbols, at a general election to Legislative Assembly if it is fielding candidates from a minimum of 5% of the Assembly constituencies and in case of the Lok Sabha, if it is fielding candidates from a minimum of 2 parliamentary constituencies.

**Allotment of Symbols**

**Figure 4: Allotment of Symbols**

**9.4 ALLOTMENT OF SYMBOLS TO INDEPENDENT CANDIDATES**

- a) Other candidates not set up by a National or State Party, can make a choice of symbols in their nomination papers only out of the list of free symbols and no other symbol except for the candidates of party allowed the concession under Para 10 or 10A of the symbols order, 1968.
- b) Where any free symbol has been chosen by only one candidate at such election, Returning Officer will allot that symbol to that candidate and to no one else. Please refer to para 12 of the symbols order, 1968.
- c) Where the same free symbol has been chosen by several candidates at such election, then-

## CHECKLIST OF DISTRICT ELECTION OFFICER

If of those several candidates, only one is a candidate set up by a registered unrecognized political party and all the rest are independent candidates, Returning Officer shall allot that free symbol to the candidate set up by the registered-unrecognized political party. This could mean that candidate of registered party gets preference over Independents.

If two (or more) candidates of registered unrecognized parties have chosen the same free symbol then if any one of them was a sitting member of the previous house of the People or Legislative Assembly, as the case may be, then that candidate will get preference over the others and shall be allotted the symbol concerned. If no one among them was a sitting member then Returning Officer will draw lots among them and allot the symbol to the winner of that draw of lot.

### Free symbol allotment if chosen by more than one candidate

If the independent candidates are seeking the same free symbol, and one of them was a sitting member of the previous house and further was allotted that particular free symbol at the previous election when he elected as member, Returning Officer shall allot that free symbol to that candidate. He gets the preference over the other independents in such case.

If none of the independents opting for the same free symbol was sitting member of the previous house then allotment of the free symbol is to be decided by draw of lots.

**Figure 5: Free Symbol Allotment Procedure**

### 9.5 INCORRECT ALLOTMENT OF SYMBOLS

The allotment of a symbol made by Returning Officer to a candidate shall be final except where it is inconsistent with any direction issued by the Commission in this behalf in which case the Commission may revise the allotment in such manner as it thinks fit. Returning Officer should, therefore, ensure that no mistake occurs in allotting symbols.

### 9.6 REVISION OF SYMBOLS

Where the allotment of any symbol has been revised by the Commission, Returning Officer should revise the list of contesting candidates accordingly by amending such list suitably in respect of candidates in whose cases the Commission has decided to revise the symbols already allotted by Returning Officer. If the earlier list has already been published, such revised list should again be published and copies furnished to each contesting candidates.

## 10. BALLOT PAPERS FOR EVMs

### CHECKLIST

**Table 11: Ballot Papers for EVMs**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
10.1.	Whether assessment for requirement of Ballot Papers along with tendered Ballot Papers has been made or not?	15 days prior to the notification		
10.2.	Whether the printing press has been notified for procurement of the paper sufficient for printing of Ballot Paper?	2 months prior to the notification		
10.3.	Whether cross checking of the Alphabetical arrangement of the names of the contesting candidates has been done at CEO level or not?	On the next day of last day of withdrawal		
10.4.	Whether designated officer for getting approval of CEO Office and printing work at the press has been appointed or not?	On the next day of last day of withdrawal		
10.5.	Whether the designated / Nodal Officer has made proper check of the number of Ballot papers and Correctness of the Names, symbol as per the Form-7A in the Ballot Papers received and transported the received Ballot papers under proper security arrangements or not?	On the day of receipt of printing ballot paper		
10.6.	Whether the Returning Officer has kept all received Ballot papers under lock and seal in the Treasury or not?	On the day of handing over ballot papers by Nodal Officer to RO		

### GUIDING PRINCIPLES

#### 10.1 BALLOT PAPERS

#### Design of the EVM Ballot Paper

- On every Balloting Unit of EVM, a ballot paper shall be displayed in the space meant thereof and it shall contain such particulars and shall be in such language or languages as the Election Commission may specify.
- The ballot papers to be displayed on the Balloting Unit of EVM shall in addition to the particulars as per the existing directions, also contain the photograph of the candidate.
- The design, form and language of the Ballot paper should be as per the instructions given in the latest RO Handbook.
- Immediately after the list of contesting candidate is prepared the returning officer will know the number of ballot units which will have to be supplied to each polling station as one ballot unit can cater up to 15 candidates apart from the row which is to be kept for NOTA. The returning officer should make such immediate reassessment and obtain the additional ballot units.

**Tendered  
Ballot Paper**

- The tendered ballot paper shall also be of the same design and shall be printed in the same language or languages as the ballot paper to be used for display on the Balloting Unit. However, the words ‘Tendered Ballot Paper’ shall be stamped on the back of each ballot paper to be used as tendered ballot paper.

**Figure 6: Ballot Papers**

**10.2 ASSESSMENT OF REQUIREMENT OF BALLOT PAPERS**

The number of ballot papers to be printed depends upon the number of polling stations to be set up, number of voting machines to be used including reserve machines and the number of ballot papers to be supplied to each polling station for use as tendered ballot papers.

The total requirement of ballot paper to be printed has to be made on the following basis:

- a) One ballot paper shall be required for display on each Balloting Unit. Therefore, the number of ballot papers required for this purpose will be equal to the number of voting machines to be used, including the reserve machines, in the constituency.
- b) Each polling station may be supplied with twenty ballot papers to be used, if necessary, as tendered ballot papers.
- c) In addition to the total requirement of ballot papers worked out in accordance with Paragraphs (i) and (ii) above, 10% of the above number may be printed as extra ballot papers to meet the contingencies.

**10.3 ARRANGEMENTS FOR PRINTING OF BALLOT PAPERS**

- a) The arrangements for printing of ballot papers required for Returning Officer’s constituency will be made by the Chief Electoral Officer.
- b) Returning Officer should furnish to the Chief Electoral Officer the list of contesting candidates in Form 7A immediately after the same has been prepared after the last hour fixed for the withdrawal of candidatures and the allotment of symbols to the candidates.
- c) Returning Officer should also make special arrangements to collect the ballot papers from the printing press immediately after the same have been printed.
- d) The arrangements for the transport of ballot papers from the press to Returning Officer’s headquarters shall be made in a closed vehicle with proper security guard.
- e) Returning Officer should keep all ballot papers under lock and seal in the treasury till he/she require them for the purposes of the poll.

**10.4 VERIFICATION OF BALLOT PAPERS**

- a) Returning Officer should also make special arrangements to check the ballot papers while the same are under print at the printing press to ensure that the names of all the contesting candidates, their photographs and the symbols respectively allotted to each of them have been correctly printed (DEO coordinates the arrangements for printed Ballot Papers).
- b) Impression of symbols should exactly conform to as approved by ECI.
- c) On receipt of the printed ballot papers from the Press, the ballot papers should be checked

## CHECKLIST OF DISTRICT ELECTION OFFICER

so as to ensure that there is no discrepancy in the number of ballot papers as supplied by the press and the number found on actual counting at Returning Officer's end. The CEO shall depute a senior designated officer at each Printing Press to oversee the printing work.

- d) If on such checking any ballot paper is found defective in any manner or with duplicate number or the serial number of any ballot paper is missing, the same should be clearly noted in a register and also published on the notice board of his/her office as well as at the distributing centre.
- e) A copy of the notice should be sent to each of the contesting candidates also by Returning Officer

### **SAFE CUSTODY OF UNDISTRIBUTED BALLOT PAPERS**

- a) Undistributed ballot papers should be kept by Returning Officer at some central place on the day of poll for supply to any polling stations as may be required according to the exigencies of the situation.
- b) Proper safeguards must be taken to ensure that such undistributed ballot papers remain either in Returning Officer's custody or that of one of his/her Assistant Returning Officers specifically nominated by him/her and do not fall in unauthorized hands.
- c) After completion of the election, such undistributed or surplus ballot papers should be put inside a steel trunk or receptacle. That steel trunk or receptacle should be sent to the Chief Electoral Officer or kept in the treasury under the orders of the Chief Electoral Officers as described in Chapter related to "Postal Ballot Papers", until these undistributed ballot papers are destroyed in the manner indicated in the relevant Chapter of the latest RO Handbook.

**CHECKLIST OF DISTRICT ELECTION OFFICER**

**11. ELECTION EXPENDITURE MONITORING**

**CHECKLIST**

**Table 12: Checklist: Election Expenditure Monitoring**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
<b>BEFORE ANNOUNCEMENT</b>				
<b>11.1.</b>	Whether Nodal Officer has been nominated in the DEO Office for EEM or not?	3 months prior to day of poll		
<b>11.2.</b>	Whether list of expenditure sensitive Constituencies and sensitive pockets has been compiled or not?	3 months prior to day of poll		
<b>11.3.</b>	Whether Compendium of Election Expenditure Instructions has been translated in to the local language or not?	2 months prior to day of poll		
<b>11.4.</b>	Whether all the registers and forms required for reporting by the candidates and the teams engaged in expenditure monitoring are printed or not?	2 months prior to day of poll		
<b>11.5.</b>	Whether a workshop for Political parties at the district level with regard to EEM has been Conducted?	40 days before poll		
<b>11.6.</b>	Whether media advertising rates have been obtained from DIPR Dept	6 months before poll		
<b>11.7.</b>	Whether the Nodal Officers of enforcement agencies have been appointed and training completed?	50 days before poll day		
<b>11.8.</b>	Whether expenditure observer has been appointed?	1 month before poll day		
<b>11.9.</b>	Whether the coordination meeting with Income Tax, Excise, State Tax etc., has been conducted or not?	45 days before poll day		
<b>11.10.</b>	Whether rates of different items for expenditure monitoring has been fixed by the DEO or not?	40 days before poll day		
<b>11.11.</b>	Whether Social Media Monitoring is being done and ATRs are being received	30 days before the poll		
<b>11.12.</b>	Whether the Exp Observer has conducted training of EEM staff	30 days before poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>11.13.</b>	Whether weekly paid news report/ monitoring started or not	20 days before poll		
<b>AFTER ANNOUNCEMENT / NOTIFICATION</b>				
<b>11.14.</b>	Whether the Asst. Expenditure Observer / VST / VVT / Accounting Team / Flying Squad / SST have been appointed or not?	-AEO 50 days before poll day -Others 40 days before poll		
<b>11.15.</b>	Whether meeting on Exp Monitoring with candidates done or not	17 days before poll		
<b>11.16.</b>	Whether Expenditure Monitoring Cell has been constituted or not?	On the day of announcement		
<b>11.17.</b>	Whether the Complaint Monitoring Cell and the Call Center (1950) is functional or not?	40 days before the poll day		
<b>11.18.</b>	Whether the various seizure reports from Enforcement Department are being received or not?	From the day of announcement		
<b>11.19.</b>	Whether the instructions on monitoring of printing of Pamphlets, posters etc., have been issued under section 127(a) RP Act or not?	On the day of announcement		
<b>11.20.</b>	Whether MCMC has been constituted and made functional or not?	On the day of announcement		
<b>11.21.</b>	Whether the Control Room is monitoring Media, TV, Cable TV, Print, social media etc., or not?	On the day of announcement		
<b>11.22.</b>	Whether the list of Star Campaigners has been received by DEO or not?	Within 7 days from election notification		
<b>11.23.</b>	Whether the Videographers have been properly briefed or not?	30 days before the poll		
<b>11.24.</b>	Whether the inspection of accounts of the Candidates is being properly conducted or not?	From the day of finalization of candidates till the campaign is over		
<b>11.25.</b>	Whether the seizure reports compiled are being sent to CEO / ECI or not?	From the day of announcement		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>11.26.</b>	Whether instructions of usage of Vehicles have been issued or not?	On the day of announcement		
<b>11.27.</b>	Whether DEO has conducted meeting with local banks and issued instructions regarding withdrawal and transportation of cash or not?	Immediately after announcement		
<b>11.28.</b>	Whether the DEO has made enough publicity through media about restrictions on carrying of cash to the public or not?	Immediately after announcement		
<b>AFTER THE COMPLETION OF ELECTION</b>				
<b>11.29.</b>	Whether all seized cash / items are released within 7 days of poll, if no FIR is filed, or, if not handed over to Income Tax Dept.,	Within 7 days of poll		
<b>11.30.</b>	Whether final expenditure reports after reconciliation with Expenditure Observer have been received from all the Contesting candidates within 30 days from declaration of result.	Within 30 days of poll		
<b>11.31.</b>	Whether DEOs have sent Scrutiny Reports within 38 days from the date of declaration of result to the CEO and the same is forwarded to the Commission by 45 <sup>th</sup> day of declaration of result. Has this been sent to ECI on time?	Within 38 days from the date of declaration of result		

### GUIDING PRINCIPLES

#### 11.1 LEGAL PROVISIONS

Under Section 77 of the Representation of the People Act, 1951, every candidate at an election to the House of the People or State Legislative Assembly is required to keep, either by himself/herself or by his/her election agent, a separate and correct account of all expenditure in connection with the election incurred or authorized by him/her or by his/her election agent between the date on which he/she has been nominated and the date of declaration of result of the election, both dates inclusive.

- a) The total of the said expenditure shall not exceed such amount as may be prescribed under Section 77(3) of R.P. Act 1951(refer to the latest ECI Instruction in the subject matter).
- b) According to Section 78 of the said Act, every contesting candidate is required to lodge a true copy of the account of his/her election expenses with the District Election Officer within 30 days from the date of declaration of result of the election. Failure to lodge the account of election expenses may result in the disqualification of the candidate concerned

## CHECKLIST OF DISTRICT ELECTION OFFICER

by the Commission under Section 10A of R.P. Act, 1951.

- c) Each candidate has to file his/her accounts of election expenses in the prescribed format.
- d) The account shall contain such particulars as prescribed under section 77 (2) of R. P. Act, 1951.
- e) A candidate is required to maintain the day-to-day account of election expenses in a Register giving the details of the expenditure incurred authorized by
  - i. Political party which has set him up, and
  - ii. Any other political party supporting him
  - iii. Any other association/organization/body supporting him
  - iv. Any other individual supporting him.

The standard format of the Register of Day-to-Day account, Cash Register, Bank Register, and the Abstract Statement comprising Part I-IV form of Affidavit, Acknowledgment and Schedules 1 to 9 have been given in the latest RO Handbook.

- f) The candidates, while maintaining their register of accounts of election expenditure, should also account for all expenditure including those incurred prior to the date of nomination for preparation of campaign materials etc. which are actually used during the post nomination period/in connection with the election.

### 11.2 EXPENDITURE MONITORING ORGANS



Figure 7: Expenditure Monitoring Organs

### **11.2.1. EXPENDITURE OBSERVER**

Expenditure Observers are appointed by the Commission for specified constituencies to observe the election expenses incurred by the candidates. There shall be at least one Expenditure Observer for each district. However, it shall be ensured that each Expenditure Observer ordinarily does not have more than five Assembly Constituencies under his observation.

#### **Role**

- a) Supervise and guide all election expenditure monitoring personnel.
- b) Supervise the Asst Exp Observers.
- c) Training to all officials engaged.
- d) Inspect the expenditure register of each candidate at least three times during the campaign period and give his comments on the discrepancies.
- e) Coordinate with Police, Excise, Income Tax and other agencies
- f) Monitor the seizures.

#### **Visits of Expenditure Observer**

##### ***First visit***

On the day of the notification of elections for the duration of 3 clear days and meet all the teams engaged in the election expenditure monitoring. He will submit the poll preparedness report.

##### ***Second visit***

On the day immediately after the date of withdrawal of candidatures and shall remain in the constituency during the entire campaign period and shall leave the constituency only after the poll.

##### ***Third visit***

On 25th day after the declaration of results of election and stay in the district for 8 clear days to assist the DEO in scrutinizing the statements of accounts of election expenditure submitted by the candidates after the declaration of results.

Apart from arrival report, he has to submit four reports to ECI (Refer to the latest RO Handbook)

### **11.2.2 ASSISTANT EXPENDITURE OBSERVER**

- a) Appointed for each constituency on the date of notification of election by the DEO.
- b) A local officer of the cadre of Group B (Central govt)/State Treasury/State Finance dept officer.
- c) For Expenditure sensitive constituencies there can be two or more officers.
- d) Works under guidance of Expenditure Observer.
- e) Shall see all video recordings, complaints and reports and supervise maintenance of Shadow Observation Register & Folder of Evidence and study the Candidates Expenditure Register.
- f) Monitor the flying squads' teams and SSTs work.

- g) Coordinate with MCMC.

### **11.2.3 VIDEO SURVEILLANCE TEAMS**

- a) One or more teams consisting of an official and a videographer in each assembly constituency from the date of announcement to the date of poll.
- b) To cover all political sensitive events and public rallies in the constituency.
- c) Work under supervision of the AEO.
- d) Prepare cue sheets in prescribed format and to be given to video viewing teams with recorded CD.

### **11.2.4 VIDEO VIEWING TEAMS**

- a) One team for each AC consisting of one officer and two clerks which will function from the day of announcement to the day of poll.
- b) Shall see the video submitted by the VST and to identify expenditure related and MCC related issues.
- c) Submit the expenditure related report on daily basis to AEO and MCC related to general observer.

### **11.2.5 ACCOUNTING TEAM**

- a) One team for each AC consisting of one official and one assistant drawn from the Accounts section of GoI dept or PSUs and will function from the date of announcement to the date of poll.
- b) Work under the AEO for maintaining the SOR and FOE of each candidate of the AC/AS

### **11.2.6 COMPLAINT MONITORING ROOM AND CALL CENTRE**

- a) 24X7 Call centre in Control Room at district level from the day of announcement. Wide publicity to be given.
- b) Toll free number with 3-4 hunting lines.
- c) A senior officer to be in-charge to maintain the complaint register and records and coordinate with the field teams assisted by sufficient staff.
- d) Control rooms should be established at AC Level from the Date of Announcement of Election.

### **11.2.7 FLYING SQUADS**

- a) Three or more dedicated FS in each AC/AS for tracking of illegal cash transaction, distribution of liquor or other items.
- b) Shall consist of one Senior Executive Magistrate as the head of the team, one senior police officer, one videographer and 3 to 4 armed police personnel.
- c) To be provided with a dedicated vehicle, mobile phone, a video camera and necessary Panchnama documents required for seizure of cash or goods.
- d) Will function from the date of announcement to the date of poll.

**11.2.8 STATIC SURVEILLANCE TEAMS**

- a) There shall be three or more static surveillance teams in each Assembly Constituency with one Magistrate and three or four police personnel in each team
- b) This team shall put up check posts and keep a watch on the movement of large quantities of cash, illegal liquor, any suspicious item or arms being carried in their area. The locations of static surveillance teams shall be changed periodically to maintain an element of surprise.
- c) The entire process of checking shall be video graphed.
- d) Will function from the date of announcement to the date of poll.

**11.2.9 EXPENDITURE MONITORING CELL**

The DEO shall appoint one senior officer, not below the rank of SDM/ADM, conversant with accounting as the Nodal Officer of the Expenditure Monitoring Cell. All teams mentioned above and the Nodal Officer shall constitute the Expenditure Monitoring Cell.

**11.2.10 NODAL OFFICERS**

Nodal Officers
<ul style="list-style-type: none"><li>• Nodal Officer in the CEO Office: The CEO shall appoint one senior officer in his office, not below the rank of Jt. CEO, for coordination on expenditure monitoring with Commission, training of election expenditure monitoring related personnel and political party functionaries, coordination with all the DEOs, other Nodal Officers in the state.</li><li>• Nodal Officer of Police: One officer of the level of Inspector General at the Police Head Quarters of the state, as selected by the Commission, shall be notified as the Nodal Officer for coordination with all flying squads, SSTs, law enforcement agencies and with the Commission.</li><li>• Nodal Officer of Income Tax: The Commission, before announcement of General Election, appoints a Nodal Officer in the office of DGIT (Inv) not below the rank of Addl./Joint DIT (Inv. Wing) for sharing of information etc. with the Commission and CEO of state for effective implementation of Election Expenditure Monitoring.</li><li>• Nodal Officer of Excise: The Commission, before announcement of General Election, appoints a Nodal Officer (Excise) not below the rank of Commissioner for flow of information etc. with the Commission and CEO of State for effective implementation of Election Expenditure Monitoring by reporting of seizures made of illicit liquors by them during electioneering and also for reporting of related statistics in the prescribed format.</li><li>• The Nodal Officer of Expenditure Monitoring Cell in the district headquarters will coordinate with the DEO for providing adequate manpower and facilities of office space and equipment. The Nodal Officer will train the manpower engaged in various teams of the expenditure monitoring work well in advance, before the notification of election.</li></ul>

**Figure 8: Appointment of Nodal Officers from various departments**

**11.2.11 ROLE OF RETURNING OFFICER**

- a) Shall hold a meeting of all candidates immediately after the allotment of symbols to explain the process of expenditure monitoring, legal provisions relating to election expenditure and consequences of non-compliance of these provisions.
- b) He also issues permission letters for vehicles/public meetings etc., promptly to the candidates as required under the law or rules.
- c) He shall also give the expenditure register, duly signed and page numbered, to the candidates at the time of filing of nomination papers.
- d) Shall notify the dates for inspection of accounts by the Expenditure Observer during the campaign period and shall issue notices to the candidates to explain any discrepancy between the candidate's expenditure register and the Shadow Observation Register, as advised by the Expenditure Observer.
- e) He shall also supervise the complaint monitoring system and ensure that every complaint is inquired into within 24 hours of receipt.
- f) The RO shall issue notices to the defaulting candidates, as suggested by the Expenditure Observer. He shall also ensure that after seizure is made by FS and SST, the FIR/complaint is filed promptly.

**11.2.12 ROLE OF DISTRICT ELECTION OFFICER (DEO)**

- a) The DEO shall hold a meeting of all the recognized National and State Level political parties within 3 days of announcement of elections by the Commission and shall explain all the legal provisions and instructions of the Commission relating to election expenditure and its monitoring and consequences of failure to comply with them.
- b) The DEO shall also give a copy of this Compendium of Instructions, revised format of affidavit (Form 26) for declaration of asset and liability and the rates of items of election expenditure to the representative of each recognized national and state level political party.
- c) District Election Officer has to report to the Commission whether the candidate has lodged his account of elections expenses, and whether in his opinion such account has been lodged within time and in the manner required by the Act and the Rules.
- d) The DEO shall finalize the candidate wise summary and scrutiny reports in the prescribed format.
- e) It is the responsibility of the DEO that the entire expenditure monitoring mechanism runs effectively in the district.
- f) The DEO shall notify the rates of items of election expenditure, the standard rate charts of newspapers, TV and other media in consultation with the representatives of the political parties (FAQs)
- g) He shall be responsible for the proper functioning of the complaint monitoring control room and call center in the district.

**SHADOW OBSERVATION REGISTER**

- a) A Shadow Observation Register for each candidate shall be maintained by Accounting Team in the prescribed format.
- b) This Register will be recording the observed expenditure as captured by various teams/ reports of the expenditure monitoring machinery.
- c) The purpose of this register is to cross check items of the major expenses incurred and reported by the candidate.
- d) If the expenditure reported in the register of election expenditure maintained by the candidate is less than the amount mentioned in the Shadow Observation Register, it shall be brought to the notice of the candidate or his representative at the time of inspection, in writing in his register itself under the signature of the Expenditure Observer and also making such noting in Shadow Observation Register and obtaining the signature of the candidate/ his representative.
- e) The candidate or his agent shall be served a notice in writing on the same day by the RO for such discrepancy.
- f) A copy of the notice and the reply received from the candidate or his election agent shall be kept in Folder of Evidence and mentioned in Shadow Observation Register.
- g) A copy of the notice and the reply received from the candidate or his election agent shall be kept in Folder of Evidence and mentioned in Shadow Observation Register.

**11.3 MONITORING OF EXPENDITURE DURING CAMPAIGN PERIOD**

**FOLDER OF EVIDENCE**

All pieces of evidence collected against any expenditure entered in the Shadow Observation Register shall be kept in this folder and cross referenced with it.

**11.4 MONITORING OF CAMPAIGN THROUGH ELECTRONIC/ PRINT MEDIA INCLUDING CABLE NETWORK**

- a) The MCMC shall closely watch the campaign through electronic/print media including cable network, radio etc. and pre-certification is done in case of advertisement in electronic media. Further, pre-certification is done for advertisements in print media on poll day and pre-poll day during General Elections.
- b) A meeting shall be taken by the DEO with the political parties and also with the representatives of newspapers and in case of print media clarify to them that all the advertisements issued/ published by them would have to be properly owned as per section 127 A of R. P. Act, 1951 and any practice of surrogate advertising shall be dealt with sternly.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- c) The DEO shall take particular care to alert political parties, candidates, and media that ‘news reports’ based on ‘payments’, generally described as “Paid News” shall be accounted for through MCMC and they must refrain from such practice.

### 11.5 MONITORING OF USE OF SOCIAL MEDIA IN ELECTION CAMPAIGNING

- a) The candidate should furnish details of social media accounts in the affidavit filed during nomination.
- b) Political advertisements to be issued on social media sites are under the purview of precertification.
- c) The candidates and political parties shall include all expenditure on campaigning, including expenditure on advertisements on social media, both for maintaining a correct account of expenditure and for submitting the statement of expenditure.
- d) Google, Facebook, and Twitter to ensure transparency in paid political advertisement are displaying “Ad Transparency Reports” on their platforms showing the payments made by different political parties for their political campaigns on these platforms.

### 11.6 EXPENDITURE ON TRAVEL EXPENSES OF STAR CAMPAIGNERS

#### Expenditure on Travel Expenses of Star Campaigners

- In the event of a public rally or meeting by the star campaigner, if the candidate or his election agent shares the dais with the star campaigner/ other dignitary, then the entire expenditure on that rally other than the travel expenses of the star campaigner should be added to the candidate’s expenses.
- If the candidate is not present on the dais but the banners/ posters with name of the candidate or the photographs of the candidate are displayed at the site of public rally or the name of the candidate is mentioned by the dignitary/Star Campaigner, then also the entire expenditure on the public rally, other than the travel expenses of the star campaigner, will be added to the candidate’s account of election expenses.
- If there is more than one candidate, sharing the dais or displaying banners or posters with their names in rally/ meeting, then the expenses on such rally/meeting should equally be divided among all such candidates.
- Helicopter/Aircraft Expense - If the name of the star campaigner of the political party has been intimated to the Commission and CEO within 7 days of notification of election, then the travel expense of the Star campaigner will not be added to the expenditure of the candidate. If the candidate(s) is/are sharing the transport facility with the star campaigner, then 50% of the expenditure and if more than one candidate(s) is sharing the facilities then 50% of the travel the expenditure is to be apportioned among those candidates

Figure 9: Expenditure - Star Campaigners

### **11.7 MONITORING OF PRINTING OF PAMPHLETS, POSTERS ETC.**

- a) The District Election Officers shall, within three days of the announcement of elections by the Commission, write to all the printing presses in their districts, pointing out the requirements of Section 127A of R. P. Act 1951, and informing them that any violation would invite stern action including the revocation of the license of the printing press under the relevant laws of the State.
- b) If the posters, banners, flags, stickers, etc., with photo or appeal of the leaders (Star Campaigner within the meaning of section 77 of the R. P. Act, 1951) without any reference to any particular candidate are used during the elections, the expenditure shall be booked to the account of the political party.
- c) If, however, the leader happens to be a candidate in any constituency, then the proportionate expenditure on such items, actually used in his constituency, shall be accounted for in his election expenses.
- d) As soon as the DEO receives any election pamphlets or posters, etc., from a printing press, he shall examine whether the publisher and the printer have complied with the requirements of law and directions of the Commission.

### **11.8 MONITORING OF USE OF VEHICLES DURING ELECTIONEERING**

- a) Each candidate shall submit before the RO, details of all vehicles proposed to be used by him for his election campaign.
- b) The RO will issue permits on the same day.
- c) The vehicle permit obtained from the concerned RO is to be displayed on the front screen of the vehicle.
- d) Two-wheelers (Motorbikes, Scooters, Mopeds), Cycle Rickshaw, etc. are also vehicles for the purposes of these instructions and the permit in such cases is to be shown on demand.
- e) These details should be given to the accounting teams for inclusion in the Shadow Observation Register.
- f) If a vehicle is found being used for campaigning without written permission of the RO, it shall be considered unauthorized campaigning for the candidate and will attract penal provisions of Section 171H of the Indian Penal Code.
- g) If the vehicle for which permission is given to a particular candidate is being used for campaign purpose by or for another candidate, then the permission has to be withdrawn and the vehicle is to be seized by the Flying Squad.

### **11.9 MONITORING OF EXPENSES ON CONSTRUCTIONS OF BARRICADES AND ROSTRUMS ETC.**

- a) If expenses on construction of barricades/ rostrums etc. are issued by government agencies on account of security considerations, these should be booked as expenditure of the candidate in whose constituency the meeting takes place.
- b) If a group of candidates are present on the dais at the time when the leader of a political party addresses such a meeting, the expenditure will be apportioned equally amongst them.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- c) The District Election Officer shall obtain the details of expenditure from the concerned government agencies within three days of the event and intimate to the candidates, their respective share of expenditure and mark a copy to the Accounting Team for entering in the Shadow Observation Register.
- d) In case any private agency is engaged in construction of rostrum or barricade, the RO shall call for the information of expenditure from such agency within three days.
- e) If any travel agency is engaged to provide transport facilities, the RO shall call for the expense details from such agencies within 3 days.
- f) This information will also be intimated to the RO and the DEO of the constituency/ district if any such candidate belongs to another district. Commission's latest instructions on the subject shall also be followed regarding expenditure incurred on barricades and rostrums etc.

### 11.10 MONITORING OF VIDEO VAN

- a) If a Video Van is used by the political party during the election process for general party propaganda without mentioning the name of any candidate or without a photo of candidate except star campaigner of any constituency, then it shall be booked to the party account, which shall be reported within 75 days by the party after completion of election in case of Assembly election or within 90 days in case of Lok Sabha election.
- b) If the name(s) or photo(s) of candidate(s) are displayed or any posters/banners of the candidate(s) are displayed thereon and the van is used in his constituency, then the expenditure has to be accounted for by such candidate(s). If the star campaigners is also the candidate himself in the constituency than the expenses on meeting or rally organized by him in his constituency including the travel expenses are to be added to his account of election expenditure. (Provision when star campaigner himself is a candidate shall be included)

- a) Accounts of SHG groups, NGOs etc. to be monitored during election period to avoid misuse.
- b) Marriage halls /community halls to be monitored to prevent distribution of gift articles etc.
- c) Distribution of tokens to be used for exchange of gifts/cash etc should be checked.
- d) Distribution of cash along with the wages under govt schemes to be closely watched.
- e) Production, storage, and distribution of liquor should be regularly monitored along with establishment of check posts, vehicle checking, border vigil, cctv in distilleries and godowns etc.

**11.11 MONITORING OF CASH WITHDRAWAL FROM BANKS**

The DEO shall ask all the banks to submit daily reports on suspicious withdrawal of cash from the bank account of any individual person during election process.

<b>Suspicious Transactions</b>	}	<ul style="list-style-type: none"> <li>• Unusual and suspicious cash withdrawal or deposit of cash in a bank account exceeding Rs. 1 lakh during the process of election, without any such instance of deposit or withdrawal during the last two months.</li> <li>• Unusual transfer of amount by RTGS from one bank account to the accounts of several persons in a district/constituency during the election process without any precedent of such transfer.</li> <li>• Any deposit of cash or withdrawal of cash exceeding Rs. 1 lakh from bank account of candidates or spouse or his dependents, as mentioned in the affidavit filed by candidates which is available in CEO’s website.</li> <li>• Any withdrawal of cash and deposit of cash exceeding Rs. 1 lakh in the account of the political Party during the election process.</li> <li>• Any other suspicious cash transactions, which might be used for bribing the electors.</li> </ul>
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**Figure 10: Suspicious Transactions**

**11.12 STANDARD OPERATING PROCEDURES**

Standard Operating Procedure for transportation of cash by ATM Vans etc.

- a) The bank shall ensure that the cash vans of outsourced agencies/companies carrying that bank’s cash shall not, under any circumstances, carry cash of any third-party agencies/ individuals except the banks.
- b) The outsourced agencies/companies shall carry letters/documents etc. issued by the banks giving details of the cash released by the banks to them and carried by them for filing the ATMs and delivering cash at other branches, banks or currency chests
- c) The bank shall ensure that the cash vans of outsourced agencies/companies carrying that bank’s cash shall not, under any circumstances, carry cash of any third-party agencies/ individuals except the banks/the outsourced agencies/companies shall carry letters/ documents etc. issued by the banks giving details of the cash released by the banks to them and carried by them for filing the ATMs and delivering cash at other branches, banks or currency chests.(Other circulars regarding carrying of cash to be checked)
- d) During checking if any cash exceeding Rs 50,000 is found in a vehicle carrying a candidate his agent or party worker or carrying poster or election material or any drugs, liquor, arms or gift items which are valued more than ₹10,000 likely to be used for inducement of electors or any other illicit articles are found in a vehicle shall be subject to seizure.
- e) If any star campaigner is carrying cash up to ₹1,00,000 exclusively for his personal use or any party functionary is carrying cash with certificate from the treasurer of the party then authorities shall retain a copy of the certificate and we will not seize the cash.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- f) If cash of more than Rs. 10,00,000 is found in a vehicle and there is no suspicion of commission of any crime or linkage to any candidate then the SST shall not seize the cash and pass on the information to income tax authority for necessary action.
- g) All cases of seizure of cash shall be immediately brought to the notice of the committee formed in the district and committee shall take action as per the standard procedure.

### 11.12.1 MONITORING OF POLITICAL PARTY EXPENDITURE

The Expenditure of a political party in general party propaganda from the date of announcement of election till the date of declaration of results should be watched by the district authorities through the Flying Squad(s). Though the expenditure on general party propaganda should not be added in the candidate's expenditure yet observations recorded with evidence should be reported in the prescribed format to the CEO within 45 days of declaration of results of election.

### 11.12.2 MAINTENANCE OF ACCOUNTS BY THE CANDIDATES

In order to facilitate monitoring of election expenditure, each candidate is required to open a separate bank account exclusively for the purpose of election expenditure. This account shall be opened any time at least one day before the date on which the candidate intends to file his nomination papers.

- i. The bank account can be opened either in the name of the candidate or in joint name with his election agent for the purpose of election expenditure.
  - ii. the candidate shall incur all election expenses by crossed account payee cheque, from the bank account opened for election purpose. However, if the amount payable by the candidate(s) to any person/ entity, for any item of expenditure, does not exceed Rs. 10,000/- during the entire process of election, then such expenditure can be incurred in cash,
  - iii. The candidates are required to deposit all the amounts meant for election expenses in the separate bank account opened for the purpose of election and all their election expenses are to be incurred from the said account.
- a) Register of Election Expenditure to be maintained by the candidate: Each candidate is required to maintain a day-to-day account of his election expenditure in a register, given to him by the Returning Officer at the time of filing of nomination papers. This register consists of three parts:
- i. Register of day-to-day accounts in Part A, in white pages,
  - ii. Cash Register as Part B, in pink pages and
  - iii. Bank Register as Part C, in yellow pages.
- b) The candidate shall have to submit the above-mentioned registers for inspection by the Expenditure Observer at least three times during the campaign period.
- c) The procedural requirements for lodging the account of election expenses by the candidate
- i. The candidate has to submit the Abstract Statement as per prescribed format along with the Register of day-to-day accounts, bills & vouchers and the supporting affidavit.
  - ii. Register for day-to-day accounts of election expenditure as inspected by the Observer shall be submitted in original along with the vouchers. If vouchers are not attached for any item, an explanation, as to why it was not practical to obtain the required vouchers,

## CHECKLIST OF DISTRICT ELECTION OFFICER

must be given by the candidate. All bills and vouchers should be signed either by the candidate or his election agent.

- iii. Copy of the bank statement as certified by the candidate or his election agent should also be attached.
  - iv. In case of discrepancies on any item of expenditure which was pointed out by the Expenditure Observer or the RO at the time of inspection of the Register, the explanation along with the reason for the discrepancy on such items should be annexed separately.
  - v. It should be made known to the candidate or his election agent that under statutory provisions, even a candidate who has lost the election has to lodge his account of election expenses within the stipulated time and in the manner prescribed otherwise he is liable to be disqualified.
  - vi. Consequences of defective statements: Submitting statements which are not correct and true, may result in issuance of notice by the Commission for default that may lead to disqualification for 3 years for being a member of, and also for being chosen as a member to, either House of the Parliament or State Legislatures under section 10A of the R. P. Act, 1951.
  - vii. Under Rule 87 of the Conduct of Elections Rules, 1961, the DEO is required to affix a notice on the notice board within two days from the date on which a candidate lodges his account of election expenses, specifying therein the names of the candidate and the date on which the accounts were lodged. Copy of the Abstract Statement of Account of election expenditure filed by the candidates and the first runner up in each constituency should be put on the notice board
- d) Account Reconciliation meeting:
- i. The candidates shall be given another opportunity to reconcile the understated amount of election expenditure, if any, in the Account Reconciliation Meeting, to be convened by the DEO, on the 26th day after the date of declaration of result.
  - ii. The DEO shall ensure that each candidate is informed in writing on or by the day of declaration of result about this meeting, so that they/ their election agents can reconcile the disputed items of election expenditure in their accounts of election expenses with the evidence gathered during election process and the notices issued by the RO.
  - iii. The DEMC, after scrutinizing the accounts, shall pass the order in writing giving detailed reasons in cases, where the differences could not be reconciled and serve it on the candidate/ agent on the same day. If the candidate agrees with the DEMC order, he/ she may incorporate the same in his final accounts. If the candidate does not agree with the DEMC order, he/she may lodge his final accounts with the DEO, with the reasons for disagreement mentioned by way of a letter to DEO.
  - iv. In spite of the Account Reconciliation meeting, if there is disagreement with the accounts lodged by the candidates, the DEO shall forward the Scrutiny report to the Commission, with his recommendations, DEMC Order, certified copies of registers, bills and vouchers and other pieces of evidence.
  - v. The DEO's scrutiny report has to be entered in Encore within three days of its finalization.

Note: - For latest information on monetary ceilings, prescribed in the chapter, please refer to the latest ECI's instruction on the subject matter.

## 12. LAW AND ORDER

### CHECKLIST

**Table 13: Checklist - Law and Order**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
12.1.	Whether State Police Nodal Officer, State CAPF Coordinator and Nodal Officer (Election Expenditure) for State Police have been appointed or not?	50 days prior to poll		
12.2	Whether training of the Police officials has been completed or not?	50 days prior to poll		
12.3	Whether A Police Station – wise analysis of past electoral offences registered, status of the cases, pending NBWs, arms licenses, potential flash points, vulnerable areas, critical polling stations, history – Sheeters / Bad characters / Bail Jumpers / Anti-social-lumpen elements etc., potential troublemakers, advance preventive action taken and strategy for free, fair and peaceful elections must be prepared. Detailed report?	45 days prior to poll		
12.4	Whether interstate coordination meeting with bordering state has been done or not?	40 days before poll		
12.5	Whether preventive action and special drive against history sheeters, illegal arms manufacturing, pending warrants etc., has been initiated or not?	45 days before poll		
12.6	Whether confidence building measures have been undertaken by DEO / SP or not?	30 days before poll		
12.7	Whether vulnerability mapping has been completed or not?	50 days before poll		
12.8	Whether critical Polling Stations have been identified or not?	45 days before poll		
12.9	Whether Law & Order sensitivity analysis has been conducted or not?	45 days before poll		
12.10	Whether assessment of availability of State force and requirement of Central force has been sent to ECI or not?	6 weeks before poll		
12.11	Whether coordination meeting with the Election officials, MCC team, Expenditure monitoring team, Sector and Route Officers and Law & Order officials has been conducted or not?	1 month before poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>12.12</b>	Whether the force deployment planning has been completed or not?	50 to 41 days before poll		
<b>12.13</b>	Whether proper communication plan has been prepared or not?	50-45 days before poll		
<b>12.14</b>	Whether the proposals for conferring executive magistrate power on sector officers and other officers required has been sent or not?	45 days before poll		
<b>12.15</b>	Whether complaint monitoring system has been integrated with Law & Order machinery or not?	From the day of announcement		
<b>12.16</b>	Whether amenities for CAPF personnel have been arranged or not and Nodal Officer for CAPF coordination (Nodal officer for Law & order, VM and Security plan) has been appointed at District Level or not?	1 month before poll		
<b>12.17</b>	Whether integrated daily seizure reports are being sent to CEO / ECI or not?	From the day of announcement		

### GUIDING PRINCIPLES

#### 12.1 PREVENTIVE ACTION AND SPECIAL DRIVE

- a) Compilation of list of persons who have indulged in electoral offense in the past.
- b) Updation of list of history sheets, declared absconded, fugitive criminals.
- c) Service of all pending warrants and challans.
- d) To expedite the investigation and prosecution of pending election offense.
- e) Special drive on illicit liquor manufacturing and illegal arms manufacturers.
- f) Ban on carrying of license arms and ban of issue of license.
- g) Seizure of unlicensed arms and ammunition and deposit of all licensed arms. There shall be a screening committee in every district consisting of District Magistrate and Superintendent of Police which shall screen and review all license holders so that licensed arms in those cases where they consider essential are impounded in order to ensure maintenance of law and order.
- h) Strict vigil on transportation of arms and ammunitions across the state.

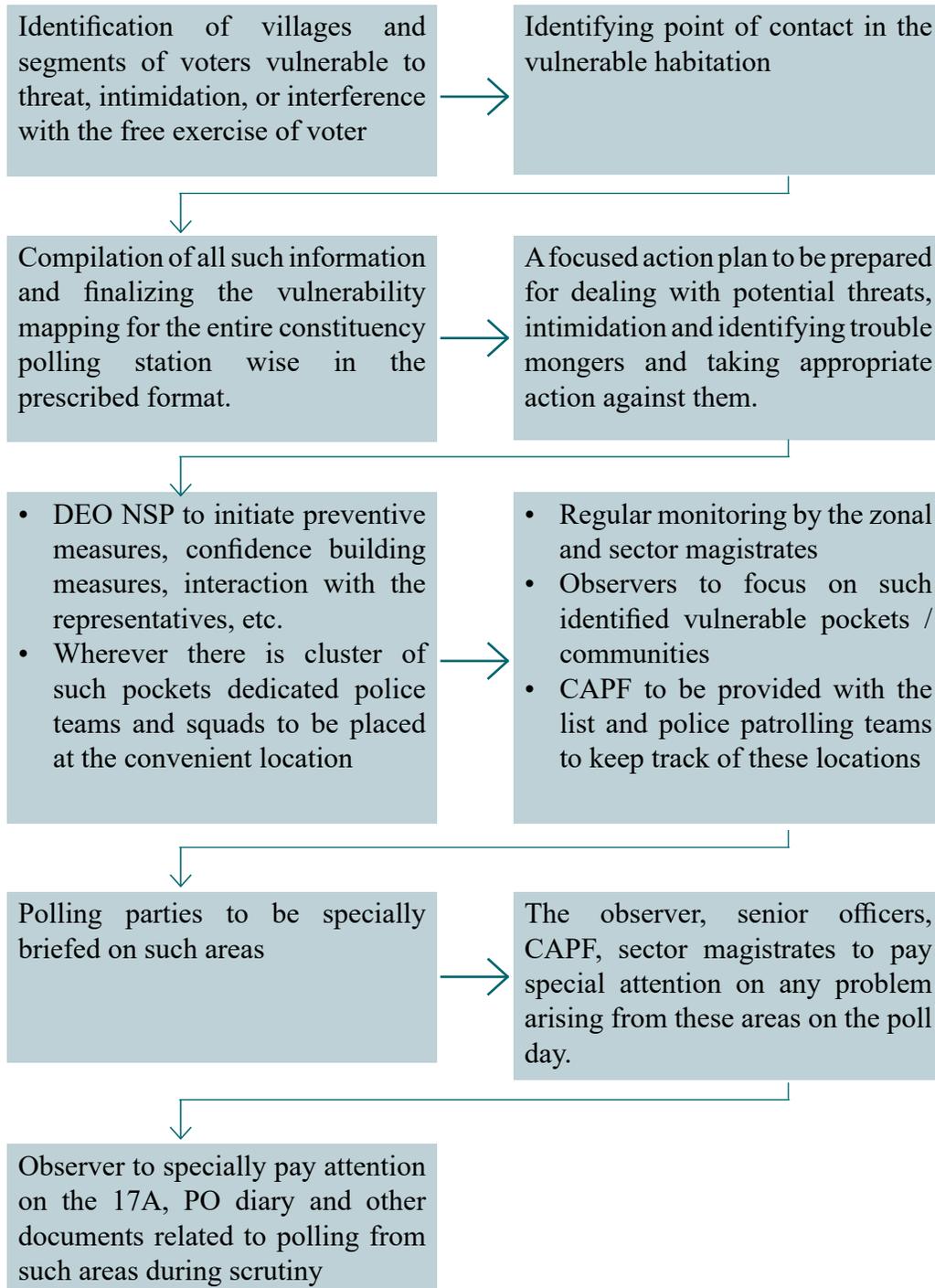
#### 12.2 CONFIDENCE BUILDING MEASURES

- a) DEO and SP to undertake tools and meet communities to build up confidence regarding election arrangements.
- b) Police patrolling party to keep track of vulnerable area location.
- c) Establishment of police pickets wherever necessary.
- d) Area domination by CAPF before the day of polling.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- e) Immediate response on the complaints received from vulnerable locations.
- f) Compilation of list of offenders with respect to electoral offenses and SC and ST (prevention of atrocities) at 1989.
- g) Display of arms by candidates or political parties are strictly prohibited.
- h) Preventive action under Section 107, 109, 116 CRPC.

### 12.3 VULNERABILITY MAPPING



**Figure 11: Flowchart - Vulnerability Mapping**

**12.4 CRITICAL POLLING STATIONS**

- a) Very high number of non-EPIC voters
- b) Large number of missing voters without family link
- c) Vulnerability mapping
- d) Polling Stations with high percentage of voting previously (75% and above)
- e) Polling Stations with history of repolls and violence
- f) Polling Stations where Polling is less than 10%

In order to identify critical polling stations, the following criteria may be obtained.

The critical polling stations identified as per the above criteria to have one or more of the following additional measures

**12.5 SECURITY AND LAW AND ORDER**

- a) Security and law and order analysis is to be carried out in each district by the DEO and information is to be prepared as per the format given by ECI in its latest instructions.

- a) The presence of CAPF to guard the polling stations
- b) Positioning of digital / video camera
- c) Deployment of micro-observers in consultation with the observer
- d) Special briefing to the presiding officer
- e) Sharing of such list with the CAPF commanding officers (webcasting is mandatory in all critical polling stations)

**Table 14: Security and Law & Order Analysis**

Item no	No and Name of SC	AC no. –AC name – (PI write AC totals)	AC No. – AC Name – (PI write SC totals)	Distt Name – (PI write Distt totals)
<b>1</b>	Total no of PS in the AC			
<b>2</b>	No of PS affected by Left Wing Extremism			
<b>3</b>	No of PS affected by Highly pronounced rivalry between political parties			
<b>4</b>	No of PS which are Highly politically sensitive			
<b>5</b>	No of PS affected by the Pronounced presence of criminals			
<b>6</b>	No of PS affected by Communal tension			

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>7</b>	No of PS affected by Caste based tension			
<b>8</b>	No of PS affected by any other reason causing vulnerability (Mention detail)			
<b>9</b>	No of PS with >80% polling in PS area during last AC or PC election			
<b>10</b>	No of PS with >75% votes bagged by 1 candidate in PS area during last AC or PC election			
<b>11</b>	No of PS with history of Re-poll or Poll-violence during last AC or PC election			
<b>12</b>	No of PS with <60% EPIC coverage			
<b>13</b>	Number of PS identified as vulnerable			
<b>14</b>	Number of Persons who have been identified as potential intimidators			
<b>15</b>	Number of Localities / Pockets / Voter Segments identified as vulnerable			

### 12.6 SECURITY FORCE DEPLOYMENT PLAN

- a) The District Deployment Plan should be prepared by DEO and Superintendent of Police jointly and should be approved by the Senior Most General/Police Observer at least one week before the Poll.
- b) Deployment of any other force except State Police and CAPF shall require prior permission from ECI.
- c) Other aspects of the plan include 3 tier cordoning at counting center and strong rooms, security to candidates, sealing of state boarders / inter district boarders etc.

#### 12.6.1 ROLE OF CAPF AND STATE POLICE

- a) CAPF not to be kept as strike reserve etc.
- b) CAPF will be used for the purpose of area domination, conducting flag march (should be

## CHECKLIST OF DISTRICT ELECTION OFFICER

- more on foot), confidence building among electors, checking of border etc., till 2 days before the poll.
- c) For the poll day the CAPF shall be assigned duties of guarding PSs, poll material, poll personnel and the poll process and not to look after law and order - CAPF may be deployed in any of the following manners
    - i. Static guarding of chosen polling stations solely and exclusively by CAPF.
    - ii. Static guarding of polling stations as part of a mixed (composite) team with local state forces.
    - iii. Patrolling duty on assigned routes (election sectors) covering a fixed cluster of polling stations.
    - iv. Patrolling duty as 'flying squads' in a defined area with surprise element.
    - v. Escorting duty of polled EVM with polling personnel back to the receipt centre/strong room after polls are over.
    - vi. Any other duty which is necessitated to ensure the purity and fidelity of the election process.
  - d) In static duty at chosen PSs - One CAPF personnel from the CAPF party posted at PS will be stationed at the entrance of PS to watch on the proceedings inside the PS - he will cover other PS also in same building.
  - e) Where CAPF has been assigned static guard duties but could not reach the assigned PS, the poll shall not commence.
  - f) Local State Police for maintenance of general law and order.
  - g) Local police not to replace the CAPF at PS where the CAPF has been assigned duties solely and exclusively - Supervision and control over the CAPF at PS not by local Police Officer.
  - h) Hamlets/habitations within polling area that are vulnerable to threat, intimidation and undue influence shall be identified and confidence building and preventing measures be taken in advance by local state police.
  - i) Only if enough CAPF is not available, local State Police can be deployed at PS.
  - j) A minimum of two unarmed local State Police personnel/Home Guard for each PS - When a PS is covered with CAPF unit, only one local police personnel will be deployed.
  - k) CAPF mobile patrolling party will be provided sketch map and list of critical polling stations.
  - l) When the CAPF is assigned duty in a "flying squad" mode, it shall be accompanied by a Zonal Magistrate.

### 12.6.2 AMENITIES TO CAPF PERSONNEL

- a) Food arrangements to be at par with the State Police/Polling personnel
- b) Packed lunch on poll/counting duty
- c) Accommodation as prescribed in the latest instructions
- d) Vehicle / Transportation
- e) SIM card to Coy. Commanders

### 13. MODEL CODE OF CONDUCT

#### CHECKLIST

**Table 15: Checklist: Model Code of Conduct**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
13.1.	Whether a meeting has been conducted with political parties and press explaining the implementation of Model Code of Conduct from the day of announcement or not?	40 days before poll		
13.2.	Whether MCC implementation teams have been formed or not and properly trained?	50 days before poll		
13.3.	Whether 24x7 Call Centre and Control room has been established or not?	On the day of announcement		
13.4.	Whether DOs & DON'ts of MCC has been published or not?	On the day of announcement		
13.5.	Whether order on ban on transfer of election related officials has been issued or not?	Day of announcement of poll		
13.6.	Whether instructions on tours of Ministers, Security cover to Ministers, Conduct of Government Servant, misuse of official vehicles have been issued or not?	On the day of announcement		
13.7.	Whether a committee headed by the Chief Secretary has been constitute to send proposals to ECI through CEO regarding clarifications on issues related to works, appointments, tenders, auctions etc., has been constituted or not?	40 days before poll		
13.8.	Whether the logos of Political persons from website of Government, Photos from offices, banners, posters have been removed or not?	On the day of announcement		
13.9.	Whether single window clearance system has been established for giving permission by Police / RO on vehicles, meetings, loud speakers, processions etc., has been put in to place or not?	40 days before poll		
13.10.	Whether strict compliance is maintained with respect to defacement of public and private places as per law or not?	From the day of announcement		
13.11.	Whether it is ensured that religious institutions or not misused for political gains.	From the day of announcement		
13.12.	Whether restrictions on printing of pamphlets and posters as per Act are being implemented or not?	From the day of announcement		
13.13.	Whether advertisement of political nature on TV, Radio, Cable, print media is being monitored or not?	From the day of announcement		
13.14.	Whether State / District level MCMC committee has been formed or not?	From the day of announcement		

### GUIDING PRINCIPLES



#### Model Code: Operation, Extent & Applicability

- a. Model Code of Conduct comes into operation right from the time and day, the election schedule is announced by the Election Commission.
- b. In the case of a general election to the House of the People or a State Legislative Assembly, Model Code remains in operation till completion of election process as per the election notification. In the case of a bye-election, Model Code will no longer be in operation as soon as the result of the bye-election is declared by the Returning officer.
- c. Model Code applies in relation to all elections to House of People and State Assemblies. It is also applicable in case of elections to Legislative Councils from Local Bodies, Graduates' and Teachers' Constituencies.
- d. At the time of a general election to the House of the People or to a state legislative assembly, Model Code applies throughout India or, as the case may be, the state concerned. In the context of a bye-election, it has a limited application in the district or districts in which the Assembly/Parliamentary Constituency going to poll lies.
- e. The provisions of Model Code apply to all organizations/committees, corporations/commissions etc, funded wholly or partially by the Central Govt. or any State Govt. a

## CHECKLIST OF DISTRICT ELECTION OFFICER

DOs & DON'Ts for Electioneering to be followed by Political Parties and Candidates.

### DO's

- ✓ Transfer election related officers posted in home districts and who are worked for 3 years in the last 4 years in that District.
- ✓ Public places to be made available to all the candidates impartially.
- ✓ The route plan for the procession shall be followed with prior permission from Police.
- ✓ Restrictive and Prohibitory orders in force should be fully respected.
- ✓ All political workers must display Identity Cards.
- ✓ Restrictions on flying of vehicles during campaign period and on the Poll day should be fully followed.
- ✓ Payment in excess of Rs. 10,000/- or as prescribed by ECI's latest instruction in cash in a day should not be made except payments made as salaries and payments made under any statute.
- ✓ Leave the constituency after the campaign is over if you are not a voter / candidate / agent.
- ✓ Cooperation should be extended to all election officials at all the times.
- ✓ Recruitments / Promotions made by Statutory bodies can be continued.
- ✓ Issue Dry day order for the day of Poll, Counting and period of 48 hours ending with close of Poll.
- ✓ A register for permissions to political parties and candidates for meetings and possessions should be made and permissions may be given on first come first serve basis after receiving such request along with route plan and expenditure plan.
- ✓ Inform all printing presses within 3 days of announcement to furnish information on printed material as required under RP Act.
- ✓ Establish district level MCMC for certification of advertisement and for scrutiny of paid news.
- ✓ Issue SOPs with respective procedure to be followed on seizure of cash and other valuables.
- ✓ Withdraw the permissions for misuse of vehicle / agents etc., by the dummy candidates.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### DONT's

- ☒ No fresh release of funds under MP LAD funds / MLAs / MLC LAD funds shall be made and no new work will be started even though work order issued.
- ☒ No recruitment by non-statutory bodies without prior approval of ECI and No Adhoc appointments in Government.
- ☒ No new advertisement and No continuation of existing advertisement highlighting Governments Advertisement at the cost of public ex-checker.
- ☒ No Minister shall undertake official visits to any constituency unless certified by the concerned Ministry / Department to the Chief Secretary of the State.
- ☒ No Pilot cars / Cars with BEACON lights / Car with siren for the Minister during elocutionary.
- ☒ Nether meeting nor Video conferencing will be held by Minister / Chief Minister with Election related officials during MCC period.
- ☒ The State-owned Air-craft / Helicopter to be used by politicians except Prime Minister.
- ☒ No Government servant shall take part in political activities.
- ☒ No Political functionary who is not a voter shall be present in the Constituency when the campaign period is over.
- ☒ No political party and the candidate should use vehicles for any purpose without proper permission.
- ☒ No defacement of any form permitted on Government premises except specifically earmarked places.
- ☒ No defacement on private places against the existing law or / and without consent of the owner.
- ☒ No use of place of worship for election propaganda / funds / political activity.
- ☒ Not to use loudspeakers for publicity without specific permission and before 6 am and beyond 10 pm on any day.
- ☒ No temporary offices to be set up in religious place or educational institutions or by encroachment or within 200 Meters of Polling stations.
- ☒ No exit poll be conducted / published during period of election.

**13.1 ANNOUNCEMENT OF NEW SCHEMES**

**13.1.1 FINANCIAL MATTERS**

**Following types of existing works can be continued by the government agencies without reference to the Election Commission**

Work-projects that have actually started on the ground after obtaining all necessary sanctions.

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Beneficiary-projects where specific beneficiaries have been identified, by name, before coming of Model Code into force.

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Registered beneficiaries of MNREGA may be covered under existing projects. New projects under MNREGA that may be mandated under the provisions of the Act may be taken up only if it is for the already registered beneficiaries and the project is already listed in the approved and sanctioned shelf of projects for which funds are also already earmarked.

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There shall be no bar to release of funds for the completed portion of any work subject to observance of laid down procedures and concurrence of Finance Department.

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Payments directly to the hospitals from Chief Minister’s Relief Fund/Prime Minister’s Relief Fund, in lieu of direct cash payment to individual patients (beneficiaries), will be permissible without reference to the Election Commission.

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**Following types of new works (whether beneficiary or work oriented) can be taken up under intimation to the Election Commission only if they fulfill the given conditions before Model Code comes into effect (in case of any of the conditions not being met, prior approval of the Election Commission shall be obtained).**

Full funding has been tied up.

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Administrative, technical and financial sanctions have been obtained.

---

Tender has been floated, evaluated and awarded.

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In case there is contractual obligation to start and end the work within a given time frame and failing which there is an obligation to impose penalty on the contractor.

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Emergency relief works and measures that are aimed at mitigating the hardships, directly and solely, of the persons affected in a disaster may be taken up under intimation to the Election Commission.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### **The following types of activities will require prior permission of the Election Commission**

New works and projects cannot be taken up from discretionary funds of whatever nature. (Discretionary fund, in this context, includes funds, which are provided for in the budget in a generic manner and for which no identified and sanctioned project exists prior to Model Code coming into effect).

Proposals for revival of sick public sector undertakings, governmental takeover of enterprises, etc. (or any policy decision on similar lines) cannot be taken up.

Fresh auctions of liquor vends, etc., cannot be held even if the annual auction time falls within Model Code period. Where necessary, the government should make interim arrangements as provided in its respective laws.

Area of operation of any existing project or scheme or programme cannot be extended or expanded.

No land allocation shall be made by the government to any entity, whether individual or an enterprise.

Signing an MOU or an agreement where the government is a party will also require prior clearance by the Election Commission.

Tenders other than global tenders, if already floated may be evaluated but not finalized. If these are not floated, shall not be floated without prior permission of the Election Commission.

Tenders other than global tenders, if already floated may be evaluated but not finalized. If these are not floated, shall not be floated without prior permission of the Election Commission.

Tenders other than global tenders, if already floated may be evaluated but not finalized. If these are not floated, shall not be floated without prior permission of the Election Commission.

Tenders other than global tenders, if already floated may be evaluated but not finalized. If these are not floated, shall not be floated without prior permission of the Election Commission.

Where works are to be undertaken or functions are to be held in fulfillment of international commitments, prior concurrence of the Election Commission shall be taken.

Ex-gratia payments and gratuitous relief in the aftermath of a disaster can be given directly to the persons affected at the current rates or scales of assistance presently in force, under intimation to the Election Commission. No change in the extant and prescribed scales of payments, however, shall be made in the existing rates or scales without prior permission of the Election Commission.

However, new works that may be necessitated by way of preventive measures to mitigate the likely effects of natural disasters, like repair of embankments, water channels etc. can be taken up only with prior permission of the Election Commission.

Also, an area shall not be declared drought or flood affected or any such calamity affected without prior approval of the Election Commission. The extent of area already declared to be calamity-affected cannot be expanded without prior approval of the Election Commission.

Similarly, any selective assistance to a group of persons from the Chief Minister's Relief Fund/ Prime Minister's Relief Fund will require prior approval of the Election Commission.

Global tenders already floated, can be evaluated and finalized where any time limits are specified for such purpose. Tenders other than global tenders, that are already floated may be evaluated but not finalized without prior approval of the Election Commission. If they are not already floated, they shall not be floated without prior approval of the Election Commission.

While starting any work (including any relief work) or development activity, no formal function shall be held involving any political functionary. As a matter of good practice, normal functions and publicity even with the presence of official functionaries should be kept to the minimum.

Regular recruitment or appointment or promotion through the UPSC, State Public Service Commissions or Staff Selection Commission or any other statutory authority can continue. Recruitments through non-statutory bodies will require prior clearance of the Election Commission.

## 14. TRAINING

### CHECKLIST

**Table 16: Checklist - Training**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
14.1.	Whether separate training modules have been prepared for separate category of officers?	Within six months before poll		
14.2.	Whether cascaded training programme planning for all categories of personnel to be deployed for the election has been done?	Within six months before poll		
14.3.	Whether subject wise nodal officers have been appointed?	10 weeks before poll		
14.4.	Whether SLMTs have been thoroughly prepared	Within six months before poll		
14.5.	Whether training calendar has been made ready	Within six months before poll		
14.6.	Whether venue for trainings have been identified?	Within six months before poll		
14.7.	Whether Photographers have been arranged at the training venues for the election staff to get photos for the identity cards?	On the day of training		
14.8.	Whether hands on training have been provided or not?	On the day of training		
14.9.	Whether facilitation centre for postal ballot have been arranged at the training venues?	On the day of training		
14.10.	The DEO should make sure that, the Trainings are personally supervised by them and they should attend as many trainings as possible physically covering each AC at least once.			

### GUIDING PRINCIPLES

## CHECKLIST OF DISTRICT ELECTION OFFICER

### Presiding officers / Polling officers

- First training to be done after first randomization limited to PrOs and APrOs
- Second training to PrOs, PO-1 and PO-2
- Third training to the entire polling team on the day of the dispatch
- Specific training module to be prepared covering all the aspects of the polling
- Model kit of all polling material to be kept at the training hall
- Hands on training on EVM along with practical demonstration on the aspects of MOCK poll, Data clearing, preparation of EVM, connections of EVM and VVPAT, precautions on DOs and DONTs
- Duties of polling staff
- Polling day arrangements and polling agents' appointments along with entry pass
- Identification of voters, application of indelible.
- Filling up of 17A, 17B, PO diary, etc.
- Handling of exceptional situations like booth capturing

### Micro Observers

- Process of voting and arrangement of polling stations
- Mock poll and appointment of polling agents
- Identification of voters
- Issue related to blind/infirm/ old age voters and tendered votes
- Information on 17A, 17C, PRO diary
- Operation on handling of EVM
- Role of micro observers
- Reporting system of micro observers
- To be conducted by the observers

### Sector Officers

- Identification of vulnerable areas, communities
- Collecting information of vulnerable areas, vulnerability mapping
- SVEEP activities
- Route plan and polling station verification
- Communication planning
- EVM operation
- Coordination with zonal / sector magistrates and police officers
- Model code of conduct
- Management of information on the poll day
- Handling of poll day complaints
- Essential elements of poll end process and submission at the reception centre
- TA/DA related matters of polling staff if assigned.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### Police personnel

- Provisions of RP Act, IPC, MCC, relevant to the Code of conduct.
- Concept of vulnerability mapping
- Identification of critical polling stations and clusters
- Issues related to election expenditure and misuse of money power
- Issues related to defacement of public properties
- Instructions pertaining to the role of police on the nomination days, polling days, counting process.
- Coordination with election expenditure management teams and expenditure observer
- SOP for dealing with cases of cash seizures
- Control over liquor, arms, ammunitions etc

### Booth level officers

- Updation of electoral roll
- Poll day arrangements and Communication plan
- SVEEP activities
- Vulnerability mapping
- Polling station assistance. Setting up of Voter assistance booth.
- Voter slips distribution
- MCC related issues on poll day

### Assistant expenditure observers

- Coordination with FST, SST, VST, VVT, MCMC teams, accounting team, etc.,
- Statutory provision related to expenditure management in elections
- Registers to be maintained by the candidate
- Management of shadow observation register and folder of evidence
- Assistance to the expenditure observer

### Flying squads

- Model code of conduct
- Complaints management and coordination
- SOP related to various violations during the election
- Process of videography and record maintenance
- Coordination with control room, call centre and other officers
- Coordination with police, excise, CAPF, IT department
- Register maintenance
- Submission of prescribed reports
- Static surveillance teams same as flying squads, however the teams remain stationed at designated places.

## CHECKLIST OF DISTRICT ELECTION OFFICER

### 15. EVMs, VVPATs AND OTHER MATERIALS

#### CHECKLIST

**Table 17: Checklist - EVMS, VVPATS & Other Materials**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
15.1.	Whether assessment of requirement of EVMs, VVPAT, other election materials have been done or not?	Before six months of poll		
15.2.	Whether assessment of of EVM, VVPAT, and procurement of Powerpack, Seals, Tags has been placed or not?	12 months (PE) 6 Month (AE)		
15.3.	Whether necessary indent has been placed with the Indian Security press for supply of paper seals and common address tags	180-150 days prior to poll		
15.4.	Whether sufficient godown space is available for EVMs / VVPAT are not?	Before six months of poll		
15.5.	Whether 1 <sup>st</sup> level checking of EVMs, VVPATs has been done or not?	-180-150 days before poll for Lok Sabha -120-90 days before poll for Legislative Assembly		
15.6.	Whether physical segregation for training EVM / VVPATs are done or not?	Before three months of poll		
15.7.	Whether EVMs and VVPAT awareness programmes have been conducted or not?	90-45 days before poll		
15.8.	Whether political parties have been involved in the process of FLC or not?	Before 3 months of poll		
15.9.	Whether 1 <sup>st</sup> randomization has been conducted after completion of FLC or not?	P-21 P-14		
15.10.	Whether 2 <sup>nd</sup> level randomization has been done in the presence of the General Observer before preparing the EVM / VVPAT for poll by candidate setting or not?	10 days before poll		
15.11.	Whether commissioning of EVMs and VVPATs has been done after 2 <sup>nd</sup> randomization has been done or not in the presence of candidate / election agent?	10-6 days before poll		
15.12.	Whether Polling station wise material bagging (EVM, VVPAT, Powerpack, paper seal etc.,) has been done or not?	10 days before poll		
15.13.	Whether all prepared EVMs are properly secured in the Strong room or not?	10 -6 days before poll		
15.14.	Whether the unutilized EVMs are separately stored or not?	10 days before poll		
15.15.	Whether polled EVMs and VVPATs have reached reception centre or not?	On the day of poll		
15.16.	Whether polled EVMs and VVPATs are categorized in to 4 categories and stored as per ECI directions or not?	On the day of poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>15.17.</b>	Whether an assessment has been made for requirement of statutory / non statutory forms and covers for the elections?	90-80 days prior to poll		
<b>15.18.</b>	Whether an assessment has been made for requirement of stationery and other items as required during the elections	90-80 days prior to poll		
<b>15.19.</b>	Whether necessary indent has been placed with Mysore paints and varnish limited for supply of indelible ink.	11 weeks prior to poll		

### GUIDING PRINCIPLES

Sufficient Godown space also to be identified for the assessed required EVMs, VVPATs, other materials and procured if required.

Assessment of requirement of EVMs, VVPATs and other materials should be done at least 6 months before the announcement of the Poll and orders be placed.



- FLC of the machines should be done under the supervision of BEL / ECIL engineers in the presence of representatives of recognized political parties in large sanitized halls where the whole proceedings is web casted.
- The FLC process should invariably include full functionality checks of the EVM and VVPAT along with mock poll in 5% of the EVMs for at least 1000 votes. The result of such mock poll should be displayed to the political parties and signature taken after demonstration of print outs.

Certain EVMs and VVPATs should be marked and segregated for training and awareness after the FLC.



- First randomization of the EVMs and VVPATs should be done after FLC by software developed by ECI in the presence of political parties and allotted to the ROs of constituencies and such list shall be provided to the candidates / political parties also.

• Certain EVMs and VVPATs should be marked and segregated for training and awareness after the FLC.



- First randomization of the EVMs and VVPATs should be done after FLC by software developed by ECI in the presence of political parties and allotted to the ROs of constituencies and such list shall be provided to the candidates / political parties also.

- Second randomization will be done after finalization of contesting candidates in their presence wherein the ballot paper will be loaded on the BUs along with sealing of CUs and VVPATs.
- Preparation of the EVM shall be done by the RO / ARO for using them at the polling stations and shall be kept in the strong rooms thereafter.



First randomization of the EVMs and VVPATs should be done after FLC by software developed by ECI in the presence of political parties and allotted to the ROs of constituencies and such list shall be provided to the candidates / political parties also.

**Figure 12: Flowchart – Material Arrangements**

## CHECKLIST OF DISTRICT ELECTION OFFICER

- a) The poll at the polling station shall start only after conducting of the mock poll in the presence of polling agents normally one hour before the commencement of poll.
- b) The Sector Officers shall track and report process of the mock poll to the Returning Officer. Such Sector Officers along with the BEL / ECIL engineers shall be one the move and attend immediately for replacement in cases of complaints of EVMs, VVPATs not working or requiring any technical assistance at the time of poll.
- c) After the closure of the poll the presiding officer shall press the close button, prepare his presiding officers Diary and seal the EVMs and VVPATs in the respective boxes.
- d) After poll the EVMs & VVPATs machines should be categorized in four below categories:
  - i. Category 'A' – Polled EVMs & VVPATs
  - ii. Category 'B' – Defective Polled EVMs & VVPATs
  - iii. Category 'C' – Defective Un-Polled EVMs & VVPATs
  - iv. Category 'D' – Unused Reserve EVMs & VVPATs

The machines shall be escorted back after the poll under proper escort. After all formalities are completed, the EVMs shall be kept in strong room and the room shall be sealed in the presence of the candidates/ their agents and Observer.

In case of re-poll, the EVM required for re-poll shall be drawn from the reserve list and the CU/ BU number shall be informed to the candidates/agents in writing and also to be entered in the EVM Tracking Software.

### RE-POLLED EVMS

After re-poll the strong room shall be re-opened in the presence of the candidates/ their agents and Observer for the storage of the re-polled EVM.

This re-polled EVM should be placed together with the old EVM which was used earlier in the original poll.

A tag 'Not to be counted' shall be put prominently on the old EVM and another tag "Re-polled EVM to be counted" shall be put on the new re-polled EVM. RO shall put signature on both the tags.

### VVPAT Slip storage and destruction –

1. After completion of the counting, printed paper slips of VVPATs shall be kept in the strong rooms.
2. After the EP period is over if no EP is filed and no other court cases pending the VVPAT paper slips pertaining to the mock poll and the actual poll shall be disposed/destroyed as per the Rule 94 of the Conduct of the Elections Rules, 1961.
3. In case the EP is filed the VVPAT slips shall be preserved till the final disposal of the Election Petition.

## 15.1 ELECTION MATERIAL

### 15.1.1 GENERAL MATERIAL

- a) Each polling party has to be supplied with the election material necessary for conducting the poll.
- b) Returning Officer should assess his/her total requirements for the same and procure

## CHECKLIST OF DISTRICT ELECTION OFFICER

his/her stock well in advance to avoid any difficulty at the last minute.

- c) A standard list of such polling material is given in latest edition of Presiding Officer Handbook.

### 15.1.2 FORMS

- a) During the process of election Returning Officer will have to use a number of statutory and non- statutory forms, with which Returning Officer should be familiar.
- b) The candidates, their agents and other members of the public would handover many documents to Returning Officer in different prescribed forms during course of election.
- c) List of such forms is available in the latest edition of ROs handbook.

### 15.1.3 STATUTORY AND NON-STATUTORY COVERS

- a) After the close of poll, all election papers relating to poll are required to be sealed by the Presiding Officer in separate packets as per the provisions of Rule 49U of the Conduct of Elections Rules, 1961.
- b) The Commission has issued directions regarding the procedure to be adopted with regard to the preparation of various 'Statutory Covers' and 'Non- statutory Covers' as per latest instructions on the subject.

### 15.1.4 OTHER MATERIALS

- a) In addition to above, Returning Officer may require many stationery items for use. Please procure the same in addition to brass seals, voting compartments, , special tags, address tags, green paper seals, Dummy Ballot Unit (Cardboard), Braille Ballot Paper all of such as prescribed by the Commission, in sufficient numbers.
- b) List available in latest RO Handbook.

### OTHER REPORTS

- a) Micro Observer's report after poll (to be given to Observer)
- b) SO's report (to be submitted to Observer and RO).
- c) Certificate regarding Mock Poll
- d) "Visit Sheet" at PS

## 16. MEDIA RELATED ACTIVITY

- a) Ensuring Media Certification and Monitoring Committee Constitution at District Level for pre-certification of political ads, monitoring of paid news cases and other media violations.
- b) Pre-certification of political ads in electronic media which includes TV channels, cable TV, radio/FM, audio-visual displays, cinema halls, bulk SMS, IVRS calls, e-paper, internet & social media platforms. It may be noted that political ads in print media to be pre-certified only for pre-poll and poll day (For this purpose, a separate instruction is issued during General Elections to State Assembly & Parliamentary elections).
- c) Ensure adequate infrastructure and personnel for monitoring of different media platforms for any violations of ECI guidelines/law violations/MCC/Fake News.
- d) Paid News monitoring through MCMC and follow up action as per ECI guidelines. Paid News cases to be taken into account from the date of filing of nomination by the candidate. Submission of Weekly and final Paid News report in prescribed formats to CEO office.
- e) Appoint Social Media Nodal Officer.
- f) Regular updates on social media on pre-poll day and poll day as per SOP, to build the positive narrative about the elections as a festival of democracy.
- g) Follow SOP for reporting violations on social media to the Social Media Nodal Officer in the CEO office for action under Voluntary Code of Ethics for social media.
- h) District Media Centre to be set up for the purpose of disseminating election related information during the election period. Officer of the level of Deputy Collector/District Information officer to be put in-charge of the Media Centre.
- i) District Magistrate and Superintendent of Police to jointly hold Press briefings at least five times during the election period.
- j) Ensure media persons with ECI authority slips are allowed entry into Polling Stations and Counting centres.
- k) Media Room at the Counting Centre - Separate room for media near but outside the counting hall. Entry of media inside the counting hall to be regulated in small batches under the supervision of concerned officials.
- l) Exit polls - As per Section 126A of the R.P. Act, 1951, No person shall conduct any exit poll and publish or publicize by means of the print or electronic media or disseminate in any other manner, whatsoever, the result of any exit poll during such period, as may be notified by the Election Commission. The period commences from the beginning of the hours fixed for poll on the first day of poll and continue till half an hour after closing of the poll in all the States/UTs.
- m) Opinion Polls - Under Section 126(1) (b) of RP Act, 1951, no person shall display any election matter to the public by means of cinematograph, television or other similar apparatus during the period of forty-eight hours ending with an hour fixed for conclusion of poll. Opinion polls are also not allowed during the silence period. Other than the silence period, opinion polls are not banned.

## 17. THE POLL

### CHECKLIST 1

**Table 18: Checklist 1 - The Poll**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
<b>17.1 Pre-Poll arrangements</b>				
<b>17.1.1</b>	Whether all AMF arrangements have been made in the Polling stations or not?	4 days prior to poll		
<b>17.1.2</b>	Whether the updated list of polling stations has been supplied to all contesting candidates or not?	5 weeks before poll		
<b>17.1.3</b>	Whether polling parties have been appointed by the DEO as per randomization procedure or not?	1 day prior to poll		
<b>17.1.4</b>	Whether EVMs / VVPATs are prepared for the polling day or not?	6 days prior to poll		
<b>17.1.5</b>	Whether all polling material have been procured or not?	11 weeks prior to poll		
<b>17.1.6</b>	Whether the polling parties have been sufficiently trained or not?	27-2 days prior to poll		
<b>17.1.7</b>	Whether postal ballots have been printed and dispatched to the concerned voters or not within 24 hours after the last day of the withdrawal.	Within 24 hours of last day of withdrawal		
<b>17.1.8</b>	Whether the copies of Electoral Rolls have been supplied to the candidates of the recognized political parties free of cost or not? And arrangements made for other people as per the rates decided by the CEO.	After the last day of nomination		
<b>17.1.9</b>	Whether marked copy of electoral rolls have been prepared or not?	18-14 days before poll		
<b>17.1.10</b>	Whether arrangement for webcasting is being done in all critical Polling Stations and all Polling Stations in vulnerable areas or at least in 50% of total polling stations including auxiliary polling stations, whichever is higher, or not?	2 weeks before poll		
<b>17.1.11</b>	Whether transportation facility for various officers and teams been made or not?	Prior to one month of poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>17.1.12</b>	Whether the route chart have been prepared or not?	Prior to one month of poll		
<b>17.1.13</b>	Whether requisitioning of vehicles for polling teams has been done or not?	Prior to one month of poll		
<b>17.1.14</b>	Whether steps have been taken to declare public holiday on poll day or not?	2 weeks prior to poll		
<b>17.1.15</b>	Whether Dry Day has been declared during the period of 48 hours and with a conclusion of poll and for the day of counting?	5 days prior to poll		
<b>17.1.16</b>	Whether the voter information slips have been printed and distributed to all voters 5 day before the day of poll or not?	5 days prior to poll		
<b>17.1.17</b>	Whether sufficient arrangements have been made for deployment of CAPF / State police in critical and vulnerable polling stations or not?	7 weeks prior to poll		
<b>17.1.18</b>	Whether list of alternative documents in place of EPIC for identification has been notified and publicized or not?	2 weeks prior to poll		
<b>17.1.19</b>	Whether required number of working copies of relevant parts of electoral roll has been prepared or not for each polling station?	2 weeks prior to poll		
<b>17.1.20</b>	Whether publicity about polling station locations have been made or not?	4 weeks before poll		
<b>17.1.21</b>	Whether sufficient publicity has been made on the procedure of recording vote or not?	4 weeks before poll		
<b>17.1.22</b>	Whether micro-observers have been appointed and allotment of polling station has been done in consultation with the observer or not?	5 days prior to poll		
<b>17.1.23</b>	Whether sufficient arrangements for training and distribution of material to the polling parties, food, transport arrangements have been made at the distribution centre or not?	1 day prior to poll		
<b>17.1.24</b>	Whether the TA, DA arrangements and medical kits to the polling teams have been arranged or not?	On the day of poll		
<b>17.1.25</b>	Whether proper food, light and night stay arrangements for the polling team at the polling station done or not?	On the day of poll		
<b>17.1.26</b>	Whether “Voter turnout” data has been entered in “ENCORE System”?	On the day of poll		

## **GUIDING PRINCIPLES**

### **17.1 PRE-POLL ARRANGEMENTS.**

As soon as the list of contesting candidates has been published, DEO shall make necessary arrangements for the poll final and check-up that everything is ready for taking the poll on the scheduled date(s).

- a. The EVMs, VVPATs and other materials should be prepared and commissioned for use at the Polling Stations after second randomization.
- b. All other polling material, statutory and un-statutory forms and other stationery should be bagged along with the EVMs, VVPATs polling station wise.
- c. Third randomization of polling personnel to be done on P-2 days in the presence of General observer and appointment orders of the presiding officers and polling officers to be prepared accordingly and issued on P-1 day.
- d. Voting facility for Polling personnel and security personal, deployed in poll. should be made as per the latest instructions of the Commission.
- e. DEO to provide certificate on formation of polling parties soon after the third randomization.
- f. A nodal officer for polling personnel welfare measures to be appointed and his details sufficiently publicized.
- g. Requisitioning of vehicles for the poll day for transport of polling personnel and material.
- h. Meeting with the contesting candidates and supplying them with a list of polling stations and forms for appointment of polling agents.
- i. Preparation of required number of working copies of the relevant parts of the electoral roll for the use during the poll.
- j. Arrangements for deployment of Videographers at each polling stations.
- k. Arrangement of web casting as per latest instruction.
- l. Organizing comprehensive and exhaustive training of polling personnel as well as Police personnel on conduct of elections on EVMs;
- m. Finalizing the transport arrangements for polling personnel and polling materials; and for Zonal Officers depending on the No. of Routes Videographer, Technical persons for Web Casting and Micro Observers.
- n. Checking up the deployment of police forces and their movement to synchronize with the movement of the polling parties;
- o. Provision of screened voting compartments at each polling station in which a voter can record his vote on the ballot unit of the voting machine in complete secrecy;
- p. Supply of copies of 'Instructions to Electors' for recording their votes by means of voting machines to political parties/candidates for distribution among electors;

## CHECKLIST OF DISTRICT ELECTION OFFICER

- q. Micro Observers who are deployed from Central Govt. Services to be appointed for each Polling Station by the District Election Officer to observe the Poll process at Polling Station and for reporting the entire Poll process.
- r. Intensified monitoring and surveillance of MCC through flying squads, SST, VST.

Ensuring removal of all such persons who are not voters in the area in the constituency 48 hours before the time of close of poll. Keeping strict vigil over hotels, lodges, community halls etc.,

- s. Instructions to Electricity department for uninterrupted power supply in all the polling stations/distribution centres and receipt centres. Necessary arrangement to be made for generator at distribution centres/receipt centres and Strong Rooms.
- t. Voter information Slips of the voter where available in the Photo Electoral Roll shall be printed by the district administration. The voter slips should be authenticated by the Electoral Registration Officer/BLO concerned before distribution and shall be distributed to the Voters by visiting door to door by the concerned BLOs personally, one week before the Poll Day under proper acknowledgement and keep one additional set at outside of the Polling Stations for convenience to the Voters. After completion of distribution of Voter Slips, the BLO shall prepare the list of absentees, shift and duplicate Voters lists from the left-over undistributed Slips and hand over to RO two days before the day of Poll, so as to hand over the same to the P.O. for use on the day of Poll.
- u. Issue of vehicle permission to the candidates and political parties for use on the polling day.
- v. Area domination by the CAPF forces.

Declaration of Dry day for the period of 48 hours before the end of the poll on the polling day and also on the counting day.

- w. Ban on Opinion polls and Exit polls.
- x. Establishment of media cell for the day of poll and distribution authority letters to media persons for the movement on day of the Poll.
- y. Coordination with Railways, Road Transport Department, Postal Department, Fire Department, Doordarshan, Health Department, Disaster Management Department etc., for Poll Day contingencies.

**17.2 DISPATCH ARRANGEMENTS OF POLLING PARTIES**

a) Following counters to be arranged.



**Figure 13: Counter Categories**

- b) Prominent signages should be made for every counter / facility to guide the polling personnel.
- c) Display of Numbers for Helpline, Sector Officers, SMS registration etc.,
- d) Public address system should be kept in place for regular announcements.
- e) Sector officer should be proactively involved in the process of assisting the polling parties of their sector and tagging them with force, EVM technicians, training teams, Micro Observers, Videographers etc.,
- f) Food and refreshment arrangements should be made at the distribution center
- g) New formats for Micro Observer or Sector Officer or Presiding Officer to be provided along with the material.
- h) ASD list to be provided to the polling teams.
- i) Once all the material is checked the distribution center officers along with the sector officers to ensure that all polling teams board the provided transport early for polling stations as early as possible and such reports of polling teams leaving the distribution center and reaching the Polling stations to be provided to RO / DEO.

The polling party should reach the polling station one day before the day of poll and familiarize themselves with the polling station and the arrangements to be made.

**CHECKLIST OF DISTRICT ELECTION OFFICER**

**CHECKLIST 2**

**Table 19: Checklist 2 - Poll Day Arrangements**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
<b>17.2 Poll Day arrangements</b>				
17.2.1	Whether control room arrangements at the DEO headquarters and RO headquarters have been made or not?	6 weeks prior to poll day		
17.2.2	Whether EVM, VVPAT, other election material spare arrangements made or not?	3 days prior to poll		
17.2.3	Whether arrangement for deploying reserve staff has been made or not?	3 days prior to poll		
17.2.4	Whether deployment of technical person for webcasting and EVM replacement has been made or not?	3 days prior to poll		
17.2.5	Whether instructions on movement of vehicles on the day of poll have been issued or not?	3 days prior to poll		
17.2.6	Whether instructions on prohibition on canvassing near polling stations and candidate election booth have been given or not?	3 days prior to poll		
17.2.7	Whether report on mock poll completion has been received or not?	On the day of poll		
17.2.8	Whether complaint monitoring system has been put in to place or not?	6 weeks prior to poll		
17.2.9	Whether Voter assistance booth has been established or not?	3 days before poll		
17.2.10	Whether passes to Press representatives and Photographers have been given or not?	4 weeks before poll		
17.2.11	Whether facilities for PwD, old age people and infirm people have been arranged or not?	4 days before poll		
17.2.12	Whether arrangement for % of poll report to ECI has been coordinated or not?	On the day of poll		
17.2.13	Whether any incident of disturbance or booth capturing has been noticed in any polling station or not?	On the day of poll		
17.2.14	Whether the arrangement of distribution of slips to the voters in queue at the time of close of poll has been made or not?	At hour fixed for closure on the day of poll		
17.2.15	Whether polling in all the polling stations has been closed or not?	On the day of poll		
17.2.16	Whether all teams have reached the reception centre or not?	On the day of poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>17.2.17</b>	Whether all teams have submitted the polled EVMs along with the PO Diary, 17C, and other documents at the reception centre or not	On the day of poll after reaching the reception centre		
<b>17.2.18</b>	Whether a proper counter system arranged at the reception centre or not?	On the day of poll		
<b>17.2.19</b>	Whether the polled EVMs have been safely secured along with a copy of 17C in the strong room or not?	On the day of poll		
<b>17.2.20</b>	Whether the polling stations for scrutiny of form 17A have been identified or not?	After scrutiny of PO dairies on poll day		
<b>17.2.21</b>	Whether all the Contesting Candidates have been informed in writing date and time and venue for the 17-A scrutiny process?	As soon as after the approval of counting centre by the ECI		
<b>17.2.22</b>	Whether there is a need for re-poll in any polling station as per 17A scrutiny or any other reported incident or not?	On the next day of poll		
<b>17.2.23</b>	Whether all election records have been safely deposited in strong room or not?	At the end of Poll day		
<b>17.2.24</b>	Whether report on securing of all the EVMs and VVPATs and sealing of election material have been sent to ECI or not?	At the end of Poll day / repoll day		

### GUIDING PRINCIPLES

#### 17.3 POLL DAY ARRANGEMENTS

- a) Control room should be strengthened for the day of poll with proper arrangements for complaint handling, reserve staff deployment, EVM replacement, videographer arrangement and other additional staff / equipment's as may be required on the day of poll.
- b) Strict regulation on flying of vehicles of the officials, candidates, press, media, other authorized persons to be maintained as per the ECI guidelines.

No canvassing to be permitted with in PS or within a distance of 100 Mtrs of Polling Station.

- c) Monitoring on Social Media messaging and bulk SMSs.
- d) Prohibition on loud speakers, Megaphones within 100 Mtrs of Polling stations.
- e) Arrangement of spare personnel / machines with the sector officer for quick replacement.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- f) Report on completion of the mock poll and beginning of Poll as per the prescribed procedure by the polling officials.

Assistance to be provided to PwD and Old / infirm voters at the polling stations.

- g) Regulation of entry into the polling stations.
- h) Establishment of Voter Assistance Booth in all polling locations.
- i) Hourly reports of Poll percentage to be sent by Presiding officer / Sector Officer to RO / DEO.
- j) Report on any adverse event or rigging or booth capturing to be sent by presiding officer in case such event happens.
- k) Three comprehensive reports to be sent to CEO at 1.00 pm, 7.00 pm and 7.00 am on the next day.
- l) Slips to be given to all voters who are standing in the Que at the time of end of Poll.
- m) Voting to be closed by pressing the close button on the Control Unit at the end of Poll.
- n) Seal the EVM prepare the POs Diary, tally the 17-A, 17-C count, give a copy of 17-C to Polling agent and arrange all the material in statutory and non-statutory covers.
- o) The polling team to handover all the materials counter wise at the reception center.
- p) Proper arrangements be made at the reception center including vehicle parking drinking water, food, first aid, lighting, rest rooms, transport etc.
- q) Remuneration & TA, DA of the polling staff to be provided on the day of poll itself.
- r) The Polled EVMs and 17-C, VVPATs to be safely stored in the strong room in the presence of representatives of the candidates / political party and other material to be safely secured in the second strong room.
- s) Scrutiny of form 17-A etc., to be done on the next day in the presence of observer and under intimation to candidates so as to decide on any re-poll if required.

Decision on re-poll to be taken only after approval of the ECI on the advice of General Observer.

## 18. POSTAL BALLOT PAPER

### CHECKLIST

**Table 20: Checklist - Postal Ballot Papers**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
18.1	Whether the assessment of requirements of postal ballot papers has been done or not	Before 2 weeks of poll		
18.2	Whether the difference between postal ballots for service voters and for other categories and the provisions regarding form, size and design are properly understood by the concerned Nodal Officer and RO or not?	During trainings upto 180 days before poll		
18.3	Whether Form 13 A, B, C & D are printed and ETPB prepared.	3 months prior to poll		
18.4	Whether the retuning officer has prepared and arranged to upload the postal ballot papers and connected papers for service voters on the ETPBs by the day following the last date for withdrawal of candidatures.	2 weeks prior to poll		
18.5	Whether the account of PB printed and sent to the voters is maintained or not	2 weeks prior to poll		
18.6	Whether the data base of all election officials, police personnel and transportation personnel is prepared.	Prior to 6 months to poll		
18.7	Whether Form 12 has been provided to all identified persons.	2 weeks before poll		
18.8	Whether arrangements have been made for voting through Postal ballot by absentee voters in the category of Senior citizen, PwDs and COVID-19 suspect / affected persons.			
18.9	Whether the Nodal officer for facilitation centre appointed.	2 weeks before poll		
18.10	Whether arrangements at facilitation centre made as per requirement.	2 weeks before poll		
18.11	Whether the political parties have been informed about postal balloting at facilitation centre.	2 weeks before poll		
18.12	Whether the arrangement for authorisation at facilitation centre made.	2 weeks before poll		
18.13	Whether the whole process is video-graphed.	On the day of training		
18.14	Whether the PB after sorting have been sent to the concerned ROs.	2 weeks before poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>18.15</b>	Whether the PBs have been marked on the electoral roll.	2 weeks before poll		
<b>18.16</b>	Whether arrangements have been made with postal dept for receiving of PBs on a daily basis.	35 days before poll		
<b>18.17</b>	Whether the political parties have been informed to attend to see the daily receipt and record of such receipt.	2 weeks before poll		
<b>18.18</b>	Whether the postal ballots received daily are sent to strong room.	Daily		
<b>18.19</b>	Whether the postal ballots received latest by the hour fixed for counting have been considers for counting and those received later stored safely.	Till the hour of commencement of counting		
<b>18.20</b>	Whether the Ballot box prepared for Postal Ballots is of such design which consists of a small size steel trunk with an opening at the top for casting of postal ballot properly sealed by the RO.	Before second training of polling parties		
<b>18.21</b>	Whether schedule, route chart for home voting arrangements have been made by appointing a polling team of 2 officers along with a videographer and security under intimation to the candidates/representatives or not.	2 weeks before the poll		

### GUIDING PRINCIPLES

a) The following class of electors are entitled for postal ballots

**Class of electors are entitled for postal ballots**

- Service Voters, other than those who opt for proxy voting (CSV)
- Other categories of electors entitled to vote by postal ballot
- Special voters
- The wives of persons referred to in clauses (a) and (b) above
- Electors subjected to preventive –detention
- Voters on election duty; and
- Notified voters; if any
- Any other category as per latest instruction

b) Returning Officer should assess his/her requirement of postal ballot papers keeping in view the number of polling personnel to be drafted on election duty and number of drivers (as voters) of vehicles likely to be requisitioned and the number of police personnel who would not be able to cast vote in their polling station due to election duty and also adding for number needed as reserve.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- c) For Service Voters, the particulars regarding names of candidates and party affiliation shall continue to be printed in the official language of the State and in English. Election Symbol is not to be printed on the Postal Ballot for Service Voters. Photographs of candidates shall also be printed on it.
- d) For the Postal Ballot papers for the other categories of electors i.e. for those entitled to vote by postal ballot (other than Service Voters), the election symbols allotted to the candidates and photographs of candidates shall also be printed thereon. The particulars on the ballot paper shall be printed in the official language of the State and also in English (where English is not the official language). The party affiliation is not required to be printed on the ballot paper in the case of postal ballot for these categories of electors.
- e) The form and size should be as prescribed by the ECI.

The postal ballot papers shall be printed on paper of white color in the case of parliamentary election, and of pink color in the case of assembly election.

- f) By an amendment to the Conduct of Elections Rules, 1961, by notification dated 21.10.2016, the postal ballot papers for Service Voters may be transmitted by the Returning Officer by such electronic means as may be specified by the Election Commission of India for the persons specified in sub-clause (ii) of clause (3) of rule 18 (i.e., Service Voters). Where a postal ballot paper is transmitted electronically, the provisions of this rule and rules 22, 24 and 27 shall, mutatis mutandis, apply.

The Returning Officer shall transmit the following documents electronically:

- i. Postal Ballot Paper,
- ii. Form 13-A-Declaration by Elector,
- iii. Label for Form 13-B- Cover A (Inner Envelope),
- iv. Label for Form 13-C-CoverB (Outer Envelope),
- v. Form 13-D- Instructions for the Guidance of Elector.

- g) As soon as the list of contesting candidates is drawn up after the period for withdrawal of candidature is over, the Returning Officer should get postal ballot paper for 'Service Voters' prepared and arrange to upload the postal ballot papers and connected papers for Service Voters on the ETPBs by the day following the last date for withdrawal of candidatures.
- h) The Senior most Observer will monitor the process.
- i) Proper account of PB should be maintained.
- j) The officer in charge of Records/Unit Officer concerned/Nodal Officer competent to download the Electronically Transmitted Postal Ballot Papers (ETPBs)
- k) Downloading of the ETPBs along with other connected papers uploaded by the Returning Officers, should be completed by the Record Officers latest by the eight days after the last date for withdrawal of candidatures.
- l) Service voter shall mark his/her vote on the ballot paper by putting a cross (X) or tick (✓) against the name of the candidate of his/her choice as per the instructions in Form 13D and place it in envelope 13B

## CHECKLIST OF DISTRICT ELECTION OFFICER

- m) He will than fill the 13A declaration and then place 13B and 13A in larger envelope 13 C and dispatch it to RO.
- n) Account of PBs and ETPBs to be maintained on a daily basis.
- o) Service voter belonging to armed forces can also opt for proxy voting. Such service voter is categorized as Classified Service Voter CSV.
- p) All persons appointed on election duty who are not able to cast their vote at the polling station where they are enrolled as a voter are entitled to the facility of either an EDC or a postal ballot. In case they are put on election duty in the same constituency in which they are enrolled as a voter, they are entitled to get an EDC, which entitles them to vote at the polling station where they are on duty. If they are on duty in a constituency other than the constituency where they are enrolled as a voter, they are entitled to a Postal Ballot.
- q) Prefilled Form 12 from data base to be given to all persons on election duty and signature to be taken.
- r) RO will send the PB for all officials who have given Form 12 to the facilitation centre (mostly training centres).
- s) Postal balloting and casting of votes will take place at such facilitation centre in the presence of representatives of the candidates.
- t) After postal balloting the box will be opened and the PBs will be sorted out constituency wise and will be sent to the concerned ROs in sealed envelopes
- u) The whole process to be video graphed.
- v) In the office of the each R.O., there should be a responsible officer (preferably one of the AROs) who should be available with the copy of the electoral roll to help any person on election duty to come and verify his/her name in the electoral roll. The same officer should be deputed to training venue also to receive duly filled in Form- 12 submitted by the persons on election duty.
- w) Seal the marked copy of the electoral roll including the sub-list of polling station-wise CSVs and proxies appointed after all the postal ballot papers for voters entitled to vote by post and Election Duty Certificates have been issued and arrange to give it to the concerned Presiding Officer to be used as the marked copy of the electoral roll at the polling station.
- x) Political parties and candidates should be present at the time of receipt of postal ballots.

### **ARRANGEMENT TO BE MADE WITH POSTAL DEPARTMENT**

For receiving back postal ballots by post, the CEO will make an arrangement with the postal department and ask them to nominate one post office for each Parliamentary/Assembly Constituency which will deliver postal ballots every day to the respective Returning Officer. The time of delay will be fixed at 3 pm every day at the office of the Returning Officer, except for the counting day when the time for delivery will be before 8 AM or such other time fixed for commencement of counting, at the counting centre for that Assembly constituency.

- y) The Returning Officer shall keep all the postal ballots received from the post office every day in a separate envelope for that day and write on the envelope the date and words – “Postal Ballots Received by Post”. He shall keep this envelope also in the strong room for postal ballots every day after the post has been received.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- z) In those cases where the counting is done at a place other than the RO headquarter, the postal ballots for the Parliamentary/Assembly Constituency will be transferred to another strong room for the postal ballots for the concerned Parliamentary/Assembly Constituency at the counting centers, one day before the day of counting under information to the political parties.
- aa) Postal ballot papers should be returned to Returning Officer latest by the hour fixed for the commencement of counting of votes of the constituency.
- bb) The list of all 3 category of absentee voters entitled to vote through Postal ballot should be prepared and shared with the contesting candidates.
- cc) Separate team of Polling Officers along with Micro Observers and Videographer should be arranged to visit the absentee electors with sufficient number of required forms.
- dd) The Polling Team should handover the polling box along with the other records to the RO on a daily basis and deposited in the strong room.
- ee) The list of absentee voters to whom postal ballot is issued should be maintained.
- ff) The working copies of the electoral roll should be marked with the absentee voters.

The PBs which are received late cannot be counted but have to be stored safely.

## 19. TRANSPORTATION

### CHECKLIST

**Table 21: Checklist - Transportation**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
19.1	Whether transportation is arranged for all election officials as prescribed.	5 weeks before poll		
19.2.	Whether route chart has been updated and prepared for all polling parties.	4 weeks before poll		
19.3.	Whether requisitioning has been done under sec 160 of RP Act 1951	5 weeks before poll		
19.4.	Whether exemption regarding vehicles of such category is taken care of.	5 weeks before poll		
19.5.	Weather data base of all cleaners/conductors/drivers prepared or not.	4 weeks before poll		
19.6.	Whether District Disaster Management Plan along with GPS/GIS mapping has been updated keeping in mind the contingencies related to conduct of elections	4 weeks before the poll		

### GUIDING PRINCIPLES

#### Transport

Arrangements (car, jeeps, trucks, buses etc) have to be made for the following officials

Observers

Area Magistrate / Zonal Magistrate

Polling parties

Sector officers, Micro Observers

Asstt. Expenditure Observer, Flying Squads, SSTs, VSTs

Police forces (State and Central)

Teams for observance of model code.

Videographers/Cameramen carrying digital cameras.

Various Cells related to Election work.

- a) Movement plan and route charts should be made for the officials/teams as required.
- b) Route charts must be detailed and with marking of distances.
- c) Issues of repairs, POL etc should be kept in mind.
- d) Requestioning

## CHECKLIST OF DISTRICT ELECTION OFFICER

- i. Requisitioning of vehicles, Private and Government both is done under the provisions conferred in - Sec. 160 of RP Act, 1951.
- ii. Vehicle of the following should not be requisitioned.
  - (a) Vehicles of UPSC and education institutions (except in unavoidable circumstances)
  - (b) Vehicles of Forest department, AIR, Doordarshan, WHO, UNICEF and Organisations of UN.
  - (c) Vehicles, vessel or animal being lawfully used by a candidate or his agent for election purpose.

(Note:- refer to the latest ECI instruction on the Subject).

- iii. Vehicles should be in good condition and shape and free from dirt and smell.
- iv. As far as possible truck should be not used for polling parties.
- v. Vehicle should not be retained unnecessarily.
- vi. Check if any boats or such other means would be necessary to be deployed, and whether any special preparations/precautions would be required in eventuality of rains or other such events.
- vii. Have the districts' 'Disaster/Flood Contingency/ Management Plans' been re-looked into/ updated, and due preparations been kept in light of the same.

Data base of the drivers/conductors/cleaners should be prepared along with their voter details for providing Postal Ballot facility

## CHECKLIST OF DISTRICT ELECTION OFFICER

### 20. GENERAL ARRANGMENTS FOR POLL

#### CHECKLIST

**Table 22: Checklist - Other General Arrangements**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
20.1	Whether district election plan and Assembly segment wise Election Plan has been prepared or not?	Before 6 months of poll		
20.2	Whether district force deployment plan has been made as per feedback taken from Revenue / Police / Sector Officer through the vulnerability mapping and Law & Order sensitivity exercise.	50-41 days before poll		
20.3	Whether force deployment plan has been approved by the Senior Most General Police observer?	15 days before poll		
20.4	Whether counting center proposal have been sent to the CEO and counting plan has been prepared	5 weeks before poll		
20.5	Whether SVEEP plan has been prepared and being implemented?	Preparation 180-135 days before poll and implemented till the polling day		
20.6	Whether buildings / premises for training class, storage of EVMs, FLC, Reception and distribution center, Board & Lodging of CAPF have been identified and requisition?	5 weeks before poll		
20.7	Whether media cell has been established?	4 weeks before poll		
20.8	Whether facilities related to Observer have been put into place?	1 month before poll		
20.9	Whether orders as required to be passed by the Collector have been issued?	From 40 days onwards prior to poll		
20.10	Whether Sector Management Plan has been prepared or not?	40-50 days before the poll		
20.11	Whether control room, complaint monitoring cell and helpline has been established or not?	4 weeks before poll		
20.12	Whether IT related team has been put into place in the district?	4 weeks before poll		

## CHECKLIST OF DISTRICT ELECTION OFFICER

The District Election Management plan has to be prepared by the DEO with a detailed profile of the District, Important information regarding voters, details of Polling Stations, vulnerable villages / Communities, Polling personnel requirement, movement plan, communication plan etc.

### GUIDING PRINCIPLES

- a) District Security Plan / Bandobasth Plan is one of the most important components of the district election plan wherein on the basis of vulnerability / criticality analysis the polling stations are categorized for arranging of security and management of Law & Order. Such plan should be a combined effort of DEO, SP, Revenue Department, Police Department, Sector Officers etc., the Security plan is finally approved by the Observer before adoption.
- b) Communication plan is necessary to disseminate the information on contact numbers of election officials, contact person at polling stations, other modes if telephone is not available so that immediate action can be initiated on receiving any information / complaint regarding conduct of poll.
- c) The counting plan as part of the district election plan is an account of conduct of counting process, logistics arrangements, media arrangements, security arrangements, communication arrangements etc., at the venue of counting.
- d) It is necessary to also indicate polling staff welfare plan as part of this holistic exercise so as to deal with situations which involve welfare of the election staff during the election process.
- e) It is also necessary to take advance action for selection, procurement and requisitioning of buildings which may be required for the purposes of training, storage, strong room, reception and distribution center, counting, board and lodging of Police, CAPF, Polling personnel etc.,
- f) A media cell with a nodal officer is also necessary to be established for giving information to print and electronic media right from the day of announcement of elections to provide information on MCC, Nominations, preparations, clarifications, Polling, counting etc., Sufficient facilities like Computer, Fax, Internet should be provided at such media centers.
- g) For the coverage of events by the Press people on the day of Poll and on the day of Counting authorization is given by the Election Commission to the Press representatives as per the list sent by the States. Only such authorized press representatives for whom identity cards have been approved by the ECI and signed by the DEO / RO should be allowed to the Polling stations or the counting centers on the respective days.
- h) A complaint Monitoring Cell and control room/help line shall be established with a Nodal Officer. A Register to be maintained and monitor the complaints on daily basis and ATRs to be submitted.
- i) Exercise on sector identification should be done in advance before the announcement of elections and Sector Management Plan should be prepared.
- j) A technical team comprising at least one programmer and two data entry operators must be available full time at district level.
- k) Polling staff welfare plan along with the Nodal officer to be put into place.
- l) Officers / staff required for formation of various cells for general arrangements shall be identified well in advance. They should be trained and assigned duties for following: -

## CHECKLIST OF DISTRICT ELECTION OFFICER

Polling personnel	Polling stations	Electoral Roll	Transportation arrangements	Printing of Postal Ballots and EVM ballots
Issue of Postal Ballots/ EDC	Route Chart preparation (sector movement plan)	Counting Staff	Training	Polling personnel welfare
Communication plan	Vulnerability Mapping; Critical Polling stations	Model Code of conduct and videography	Area Magistrate/ Sector officers	Facilitation centre (Postal Balloting)
Media centre/cell	EVMs	Election Expenditure Monitoring	Procurement and distribution of election materials	SVEEP activities
Liasoning with Observers	Issue of Identity Card	Micro Observers	Computerization/ Randomization	Arrangements at Distribution Centre, reception Centre, Counting Centre
Law and Order	Police Personnel	Statistical Data Cell	Scrutiny of Election Expenses by candidates	Reporting of Election Expenditure by political parties

- m) Meeting with political parties/Standing Committee shall be conducted as often as may be convenient after declaration of election and appeal to cooperate in the observance of model code of conduct for free and fair elections and to maintain law and order. Minutes of the meeting shall be recorded.

The observers being integral part of the election process need to be given sufficient facilities to perform their functions. Such facilities include clerical assistance, stationery, fax, computer, telephone, internet, transport, board and lodging, constituency details and security.

**Orders to be  
issued during the  
process of election**

- I. Suspension of arms license.
- II. Issue of prohibitory orders under section 144 Cr. PC in certain cases (if required).
- III. Issue of order under defacement of property (Prevention Act).
- IV. Prohibition of sale of liquor (declaration of dry day)
- V. Order relating to use of loudspeakers.
- VI. Declaration poll day as local holiday (If required)
- VII. Inviting the attention of Govt. Servants towards relevant provisions of MCC and conduct rules.
- VIII. Sending proposal to the Law department through CEO for vesting powers of special executive Magistrates under the relevant provisions of CrPC to certain officer.
- IX. Appointment of Sector Magistrates.
- X. Requisition orders regarding Polling Station, Counting Center, Distribution Center, Reception Centers and other building meant of Polling station Welfare.
- XI. Requisition order of vehicles.
- XII. Issuing orders to the Petrol pump owners for keeping reserve stock of POL.
- XIII. Inviting the attention of Political Parties and candidates regarding compliance of Model Code of Conduct.

## 21. COUNTING

### CHECKLIST

**Table 23: Checklist - Counting**

S.No	Subject	Timeline	Status Yes / No	Remarks of DEO
21.1.	Whether the proposal of counting centre along with the counting plan has been sent to the ECI through the CEO.	10-15 days before poll date		
21.2.	Whether sufficient barricading has been done in the counting hall to separate the counting tables from the counting agents.	2-3 days before counting date		
21.3.	Whether proper arrangements have been made in the counting hall for counting of VVPAT slips.	2-3days before counting date		
21.4.	Whether notice has been given to the candidate informing him the time, date and place of counting.	A week before the day of counting.		
21.5.	Whether sufficient communication facilities have been established in the centre.	2-3 days before counting date		
21.6.	Whether separate room with communication facilities has been established for the General Observer.	2-3 days before counting date		
21.7.	Whether Media Center and Public Address system has been established in the counting center for dissemination of information.	2-3 days before counting date		
21.8.	Whether 3 tier cordoning security system has been established in the counting centre.	2-3 days before counting date		
21.9.	Whether 100 metre Periphery around the counting centre has been declared as a pedestrian zone.	2-3 days before counting date		
21.10.	Whether proper barricading of path has been done for carrying the EVMs from strong room to the concerned counting halls.	2-3 days before counting date		
21.11.	Whether one counting supervisor, one counting assistant and one micro-observer has been appointed for each table.	On the day of counting		
21.12.	Whether sufficient Group D staff have been appointed for carrying the EVMs from the strong room through the counting halls.	2-3 days before counting date		
21.13.	Whether all the counting staff have been provided with photo identity cards or not.	2-3 days before counting date		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>21.14.</b>	Whether 3 stage randomization for counting staff has been done or not.	1 <sup>st</sup> stage one week before counting. 2 <sup>nd</sup> stage 2 days before counting and 3 <sup>rd</sup> stage on the day of counting.		
<b>21.15.</b>	Whether the videography arrangement for the whole counting process have been made or not.	2-3 days before counting date		
<b>21.16.</b>	Whether sufficient number of counting tables for postal ballot counting(ideally not more than 500 PBs/ETPBs should be counting on one table) have been arranged or not.	2-3 days before/ on the day of counting		
<b>21.17.</b>	Whether Computer System, QR code scanner and necessary arrangements for ETPBs scanning have been made or note.	2-3 days before counting date		
<b>21.18.</b>	Whether counting agents for the EVM counting tables, RO table and for postal ballot counting table have been appointed by the candidates or not.	3 days before the counting.		
<b>21.19.</b>	Whether strong room has been opened in the presence of observer and candidates all their representatives or not.	On the day of counting.		
<b>21.20.</b>	Whether the process of opening of strong room has been video graphed or not.	On the day of counting.		
<b>21.21.</b>	Whether ETPBs/postal ballot counting has started at the prescribed hour or not.	On the day of counting		
<b>21.22.</b>	whether the counting at main counting tables has started 30 minutes after the postal ballot counting or not.	On the day of counting		
<b>21.23.</b>	Whether the result button has been pressed by the counting supervisor after checking all the seals of the CU or not.	On the day of counting		
<b>21.24.</b>	Whether the votes in the CU and the votes in 17 C are telling or not.	On the day of counting		
<b>21.25.</b>	Whether the counting supervisor has taken the signature of the counting agents after the finishing of round on the result sheet or not.	On the day of counting		
<b>21.26.</b>	Whether the copies of the result sheets 17 C Part 2 is being provided to the counting agents or not.	On the day of counting		

## CHECKLIST OF DISTRICT ELECTION OFFICER

21.27.	Whether the tabulation of all the result from counting tables is being done add the prescribed table in the presence of micro observer or not.	On the day of counting		
21.28.	Whether the observer is randomly selecting 2 EVMs from each round for tallying of results or not.	On the day of counting		
21.29.	Whether the counting of paper slips of VVPATs from 5 randomly selected polling stations after completion of counting of polled EVMs has been done or not.	On the day of counting		
21.30.	Whether the RO and observer after satisfaction have signed the result sheet or not.	On the day of counting		
21.31.	Whether the result has been compiled in form 20 or not and being entered in ENCORE System ?	On the day of counting		
21.32.	whether the result has been declared in form 21 C or 21D or not.	On the day of counting		
21.33.	Whether certificate of election in form 22 has been given or not	On the day of counting		
21.34.	whether the result has been communicated to CEO, ECI, State govt, Ministry of L&J, State legislative secretariat/Lok sabha Secretariat or not.	On the day of counting		
21.35.	Whether the counted EVMs and other material has been resealed and secured in the strong room or not.	On the day of counting		

### GUIDING PRINCIPLES

Counting of votes at an election where EVMs are used is regulated by the provisions of Rule 66A of the Conduct of Election Rules, 1961

Place of counting is to be proposed by the RO in the prescribed format (refer to latest RO Handbook) which needs prior approval of ECI.

#### 21.1 BASIC ARRANGEMENTS

- a) Counting of votes for the entire AC has to be done at one place.
- b) Each counting hall shall have sufficient space, separate entry and exit.
- c) Counting has to be done on tables arranged in a row. The number of tables should not be more than 14 plus RO table in a counting hall.
- d) Space for counting agents has to be provided in each counting hall along each table but with a barricade in between.
- e) One of the counting table should be earmarked for the counting of VVPAT voter slips.
- f) In simultaneous elections half of the tables should be earmarked for polled EVMs of Lok sabha and half for the Legislative Assembly.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- g) Foolproof effective alternative arrangements for lights in and around the counting halls shall be arranged.

### 21.2 OTHER ARRANGEMENTS

- a) A communication room to be established at each counting centre for officials with a computer, printer, fax, STD, internet and wherever possible a hotline with the CEO.
- b) A separate cubicle or room to be provided to the General Observer for his/her exclusive use with communication facilities with ECI.
- c) Media centres to be established at each counting centre under the supervision of Public Relation dept.
- d) Public address system and display screens for dissemination/announcement of counting trends and results.
- e) Proper computer facilities for data transmission using GENESYS.

### 21.3 DATE, PLACE & TIME FOR COUNTING

- a. Date and time of counting fixed by the ECI will be communicated to DEO. Ensure finalizing the counting centers well in advance and strong room and counting centre are there in the same campus duly satisfying other conditions prescribed by the ECI. The Observer shall inspect and approve the place of counting.
- b. Ensure adequate drinking water and toilet facilities in the centre.
- c. Send proposals for approval to the ECI through CEO.
- d. Mandatory notice has to be given to the candidate about the date, time and place of counting.

### 21.4 INFRASTRUCTURAL FACILITIES IN COUNTING HALL / OUTSIDE

- a. Ensure the following facilities in counting hall / outside the hall:
  - i. Counting hall is spacious enough for accommodating tables, staff and agents.
  - ii. Availability of sufficient space outside for hassle free movement of EVMs, possible crowd, law & order enforcement personnel, etc.
  - iii. Availability of power supply and power backup arrangement (generator, emergency lights, petromax lamps).
  - iv. Erection of transparent wire mesh barricades between the counting tables and counting agents.
  - v. Providing counting table, RO table, Observer table and table for computation and compilation, white/ black board with pre-written name of candidates and round numbers provided in the hall for writing the results.
  - vi. Procurement of various requirements like counting trays (for ballot paper counting, including PB), pigeon holes (for ballot paper counting, including PB), sealing material, steel trunks, forms, etc., pre-printed statements for micro observers, blank Form-17C and other stationery.
  - vii. Providing computers in the hall for computation of results.
  - viii. Media centre must have mobile deposit facility, communication facility and an officer-in-charge for media persons.

## CHECKLIST OF DISTRICT ELECTION OFFICER

- ix. Mobile deposit facility for others shall also be set up.
- x. Arrange adequate number of tables and AROs (500 postal ballots for each table), one counting supervisor, two Assistants and one additional micro-observer for each table.

### 21.5 OTHER INSTRUCTIONS

- a. In case the Observer has stopped the counting, ECI's approval be obtained before starting the counting again.
- b. Sealed ballot and control units, other sealed election papers shall be sent by the RO to DEO for safe custody.
- c. The secret seal shall be returned to the Commission within 24 hours of completion of counting

#### Security arrangements

- a) Three tier cordoning system in all counting centres to prevent unauthorised entries. The inner cordon should be managed by CAPF.
- b) 100 metre periphery to be declared as pedestrian zone with no vehicle movement with proper barricading.
- c) A proper barricading of the path used for transporting EVMs between the strong room of an AC and the counting hall of that AC.
- d) No camera or video of media allowed inside except the official recording of the entire counting proceeding.

### 21.6 COUNTING STAFF

- a) Appointed by the concerned RO.
  - b) There should be one counting supervisor (gazetted cadre), one counting assistant and one micro-observer at each counting table. The staff should be sufficiently trained and appointment letter along with photo identity cards to be issued.
  - c) Sufficient number of MTS/Group D staff for carrying of EVMs from strong room to counting halls.
  - d) One additional counting assistant for assisting the Observer.
  - e) Data base of the counting staff has to be prepared followed by 3 stage randomization for the counting staff. Ist stage for the selection of 120% of required number. 2nd stage for allocation of Assembly constituency 24 hrs prior to counting and 3rd stage for allocation of tables on the day of counting.
  - f) 2nd and 3rd stage randomization takes place in the presence of Observer.
  - g) Videography of the whole process of randomization to be done.
  - h) Sufficient reserve pool be kept for replacement if required.
  - i) Food arrangements for the counting staff to be made.
  - j) Apart from micro-observer for each counting table, two additional micro-observers will be deployed. One for watch over the data entry on the computer table and one to assist the Observer.
- i. Counting agents can be appointed by each candidate for each counting table, one

## CHECKLIST OF DISTRICT ELECTION OFFICER

for the ROs table and one for table for postal ballot counting in Form 18.

- ii. Only the RO, ARO, counting staff, persons authorized by ECI, Observer, public servants on duty in elections, candidates, election agents and counting agents are allowed in the counting halls.

### 21.7 COUNTING PROCESS

The strong room is opened in the presence of Observer, RO/AROs, candidates/election agents after making entries in the log book and the whole process to be video graphed.
Counting of ETPBs/PBs will start at the prescribed hour at ROs table. They are to be counted first.
After a gap of 30 mins from the start of counting of PBs the counting at regular tables from polled EVMs will begin.
CU along with the Form 17C of that polling station will be brought from the strong room under escort and placed at the respective tables.
After checking of seals of CU and comparison of the paper seal sl numbers, the result button is pressed and result, candidate wise, is displayed.
The Supervisor notes down the result in the Part II of the 17 C and take the signatures of the counting agents.
The result sheet will be tabulated at the ROs table and displayed for information inside and outside the counting centre.
The Observer will randomly select two CUs in each round and get the counting done again with the assistance of additional counting staff provided for this purpose.
All CUs where the display not working shall be kept aside.
After counting of votes from CUs the counting of printed paper slips of VVPATs under Rule 56D of CER, 1961 for 5 randomly selected polling stations should be taken up.
The result shall be compiled in Form 20.
After the RO & Observer are satisfied after due checking they will sign it and the RO will announce the result in form 21C (general elections) or Form 21D (Bye election) and send copies to ECI, CEO, Ministry of L&J, state got and secretary to state legislature/Lok sabha secretariat.
RO to give certificate of election in Form 22 to the candidate.
The EVMs and other papers to be resealed and deposited in the strong room.

**Figure 14: Flowchart - Counting Process**

**22. SVEEP**

**CHECKLIST**

**Table 24 Checklist - SVEEP**

<b>S.No</b>	<b>Subject</b>	<b>Timeline</b>	<b>Status Yes / No</b>	<b>Remarks of DEO</b>
22.1.	Whether Nodal Officer for SVEEP and has been appointed?	6 months before the announcement of elections		
22.2.	Whether SVEEP Core Committee has been Constituted?	6 months before the announcement of elections		
22.3.	Whether KAP Survey has been taken up?	6 months before the announcement of elections		
22.4.	Whether trainings and workshops for capacity building of all EROs / ROs / BLOs / Campus Ambassadors / BLAs / RWAs / district level ER / SVEEP officers & partners have been conducted?	3-4 months before announcement of elections		
22.5.	Whether Campus Ambassadors appointed & workshops conducted?	3-4 months before announcement of elections		
22.6.	Whether Chunav Pathashalas are operational?	3-4 months before announcement of elections		
22.7.	Whether ER staffing at dist. AC & Booth level is reviewed & action taken for filling up the vacancies	3-4 months before announcement of elections		
22.8.	Whether Voter Facilitation Centres are operational in the District?	3-4 months before announcement of elections		
22.9.	Whether SVEEP Plan is submitted to CEO / ECI?	3-4 months before announcement of elections		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>22.10.</b>	Whether low turnout polling stations in previous elections have been identified?	3-4 months before announcement of elections		
<b>22.11.</b>	Whether gaps in electoral registration have been identified and corrective action initiated?	3-4 months before announcement of elections		
<b>22.12.</b>	Whether mobilization / special campaigns have been organized for increase in voter enrolment?	3-4 months before announcement of elections		
<b>22.13.</b>	Whether the outreach measures / advertisements taken up for voter enrolment?	3-4 months before announcement of elections		
<b>22.14.</b>	Whether the number of excluded groups / communities identified & special initiatives taken for enrollment of these groups / communities?	3-4 months before announcement of elections		
<b>22.15.</b>	Whether PS-wise mapping of PwD electors done to facilitate them on Poll day?	3-4 months before announcement of elections		
<b>22.16.</b>	Whether Disability Coordinator in the district & AC has been appointed?	3-4 months before announcement of elections		
<b>22.17.</b>	Whether accessibility measures are reviewed by District (DMCAE) & AC Committees (ACCAE) on accessible elections?	3-4 months before announcement of elections		
<b>22.18.</b>	Whether mobilization campaigns / camps taken up for meeting gender gap / youth electors?	3-4 months before announcement of elections		
<b>22.19.</b>	Whether SVEEP interventions are made for enhancing Service Voters' participation?	3-4 months before announcement of elections		

**CHECKLIST OF DISTRICT ELECTION OFFICER**

<b>22.20.</b>	Whether NGOs / Government departments identified /engaged?	3-4 months before announcement of elections		
<b>22.21.</b>	Whether mobilization campaigns organized for fighting urban apathy / informed & inducement free voting?	3-4 months before announcement of elections		
<b>22.22.</b>	Whether District / AC level icons were identified & SVEEP activities taken up through the identified icon?	3-4 months before announcement of elections		
<b>22.23.</b>	Whether AMF have been ensured in all Polling Stations?	3-4 months before announcement of elections		
<b>22.24.</b>	Whether Polling Stations identified for setting up of Model Polling Stations / women manned & PwD manned officials?	3-4 months before announcement of elections		
<b>22.25.</b>	Whether any partnerships & collaborations entered with Utility Service Providers for voter awareness?	3-4 months before announcement of elections		
<b>22.26.</b>	Whether awareness material is prepared and awareness campaigns are organized by setting Static EVM-VVPAT centres / Mobile vans for EVM awareness?	From the date of announcement of elections to P-1 day.		
<b>22.27.</b>	Whether regular press briefings being done ?	From the date of announcement		
<b>22.28.</b>	Whether District Voter helpline is equipped to handle queries on all election related matter is functional?	1 month before announcement of elections		
<b>22.29.</b>	Whether Name search facility has been provided in VFCs, DEO website & through SMS?	1 month before announcement of elections		
<b>22.30.</b>	Whether voter lists are displayed at sufficient locations	1 month before announcement of elections		

## CHECKLIST OF DISTRICT ELECTION OFFICER

<b>22.31.</b>	Whether EPIC in braille to blind electors, sign language videos or posters arranged at the polling station level to facilitate deaf voters?	1 month before announcement of elections		
<b>22.32.</b>	Whether voter guide per family of an elector are distributed?	After announcement of elections		
<b>22.33.</b>	Whether Voter Facilitation posters prepared and displayed at all the PSs	P-2 days		
<b>22.34.</b>	Whether status of grievance redressal at NGRS is monitored on regular basis?	On weekly basis		
<b>22.35.</b>	Whether NVD has been celebrated & special activities taken up?	To run up of NVD		

### GUIDING PRINCIPLES

Core themes of ECI are - Inclusive and accessible election, informed and ethical election, leveraging technology for election and continuous electoral and democracy education amongst the EROs/ ROs and the entire electoral machinery of the district.

#### 22.1 SVEEP SET UP AT DISTRICT / AC LEVEL

- a. Appoint/ review district and AC level icons with the approval of CEO and strengthen the SVEEP set up at the District and AC level by hiring domain experts, engaging interns, and appointing nodal officers for SVEEP and social media as per the HR framework given by ECI. Hire a professional agency to assist in campaign design.
- b. Review the ER staffing at the district, AC and booth levels and ensure filling up of all vacancies; ensure that only those who can use smart phone, mobile apps, social media apps and web portals are deployed as BLO; issue a kit to every BLO as per ECI guidelines.
- c. Ensure constitution of broad based SVEEP core committees at the district and AC levels as per the guidelines of ECI and ensure their regular meetings, implement recommendations and report to CEO.
- d. Ensure appointment of Campus Ambassadors, functioning of Chunav Pathashalas & conduct of workshops.

#### 22.2 PARTNERSHIPS

- a. Forge suitable SVEEP partnerships at the district level with specific govt., non govt. and private (CSR) entities and formalize them by signing MoUs clearly laying down the role and responsibilities of both parties. Involve these partners in formulation and roll out of SVEEP campaigns at the district level. Ensure that BAGs, RWAs and BLAs are active at the booth level.
- b. Follow up with recognized political parties for appointment of Booth, AC and District level agents and use them for increasing voter awareness and take help during SSR for improving the health of electoral rolls.
- c. Promote citizen-centric portals, mobile apps and social media handles of ECI/CEO; ensure that BLOs explain their features and benefits to the voters during H2H visits.

### **22.3 ACTION PLAN**

- a. Prepare a SVEEP action plan for the district as a whole (to be implemented at by DEO) and specifically for every AC (to be implemented by ERO) for the SSR period, the continuous-updation period and the election period, as the case may be;
- b. Ensure that these plans are consistent with the strategy framework, have clear evidence, booth and citizen focus, conform to IMF-EEE paradigm, comprehensively address the core themes, the target groups, identified gaps and urban/ youth apathy and duly involve all ELCs and partners.
- c. Get the SVEEP plans approved by CEO and implement it with all vigour and passion; closely monitor the execution of AC level plans by ERO/ RO.
- d. Monitor the status of grievance redressal at NGRS portal on a weekly basis for every AC and ensure prompt redressal. Randomly call some complainants to check their level of satisfaction with the claimed redressal; ensure that the receipt of complaints on NGRS steadily goes down (not up) in each AC.
- e. Maintain verified official social media handles of the district, appoint a nodal officer for social media, follow ECI/ CEO handles and share all content with EROs/ BLOs; ensure that BLOs follow the official social media handles and disseminate the content to the voters through WhatsApp/ Telegram groups; frequently put out bytes/ testimonials of citizens satisfied with electoral services; use social media to counter youth/ urban apathy.
- f. Plan the H2H visits carefully for the SSR and prepare a checklist for H2H visits of the BLO so that all aspects are enquired, all relevant forms are collected (Form-6 from all prospective (17+) voters, newly eligible voters and left out voters; Form 8 from all newly in-migrated and newly arrived brides; Form-7 with respect to all dead, permanently-shifted voters) and verification be carried out by the BLO in the same visit through BLO app; BLO must be asked to verify every single entry of the part-roll during H2H visit in order to truly purify the part-roll.
- g. Use the continuous-updation period for improving the functioning of VFCs/CPs/ ELCs/ VAFs, improving the delivery of electoral services, reducing receipt of complaints on NGRS, improving the ramps and toilet facilities at PSLs and imparting continuous electoral and democracy education to the community.
- h. Ensure 100% AMF at every PSL; organize pink booths, divyang booths and model booths in every AC to attract voters and release advance media stories on these arrangements.
- i. Ensure that every RO makes special arrangements to reach out to all target groups identified by this strategy document.
- j. Carefully plan activities to make the election truly accessible and festive in all ACs; create a buzz in social and local media with pictures/ videos of voting from home conducted for PwD/ 80+ voters, testimonials of happy PwD/ 80+ voters, PwD managed booths, pink booths, centenarian voters' felicitation at booth, use of ISL and Braille in electoral process, pick and drop facility, AMF at booths, volunteers, wheelchairs, ISL interpreters, selfie points etc; carefully plan well in advance for the smooth implementation of AVPD/ AVSC postal ballot.

## **23. MISCELLANEOUS**

### **23.1 DISPOSAL OF DEPOSITS MADE BY CANDIDATES**

- a. The deposit can be refunded only to the person in whose it was made in the treasury or his legal representatives if he is dead.
- b. The deposit shall be refunded if the conditions laid down u/s 158 of RP Act, 1951 are fulfilled.
- c. Form of applications for return is given in RO Hand book.

### **23.2 ROS REPORT**

- a. Two copies of report in Format given in RO Handbook should be sent to Commission through CEO one copy for CEO also.
- b. Ensure in advance that required information from Presiding Officers is available and mentioned in P.O. diaries.

### **23.3 INDEX CARD**

- a. Send it through CEO to the Commission within 15 days of poll.
- b. To fill up the Index Card instructions given in the card should be carefully followed (Format given in RO Hand book)

### **23.4 DISPOSAL OF SURPLUS AND WASTE BALLOT PAPERS**

- a. Directions of Commission given in the latest version of RO Hand book regarding disposal of surplus and waste papers should be followed strictly.
- b. Superintendent Government Press and Collector / District Magistrate of the district, wherein Govt. Press is situated, shall send a report within a week to the CEO certifying that all surplus and waste ballot papers printed have been destroyed in the prescribed manner. Such consolidated report with certificate shall be submitted onwards to the Commission by the CEO.

### **23.5 SAFE CUSTODY OF EVM, VVPAT AND ELECTION PAPERS**

- a. The District Election Officer shall be responsible for the safe custody of all the voting machines used at an election, the packets containing registers of voters in Form 17A and all other packets containing election papers referred to in sub-rule (1A) and (2) of Rule 92 of the Conduct of Elections Rules, 1961. The list is as follows: -
  - i. All the voting machines used at the election;
  - ii. The packets of unused ballot papers supplied for use as tendered ballot papers;
  - iii. The packets of tendered ballot papers and postal ballot papers, whether valid or rejected (this also includes packets in which covers containing postal ballot papers received late are kept);
  - iv. The packets of the counterfoils of used postal ballot papers;
  - v. The packets of the marked copies of the electoral roll;

## CHECKLIST OF DISTRICT ELECTION OFFICER

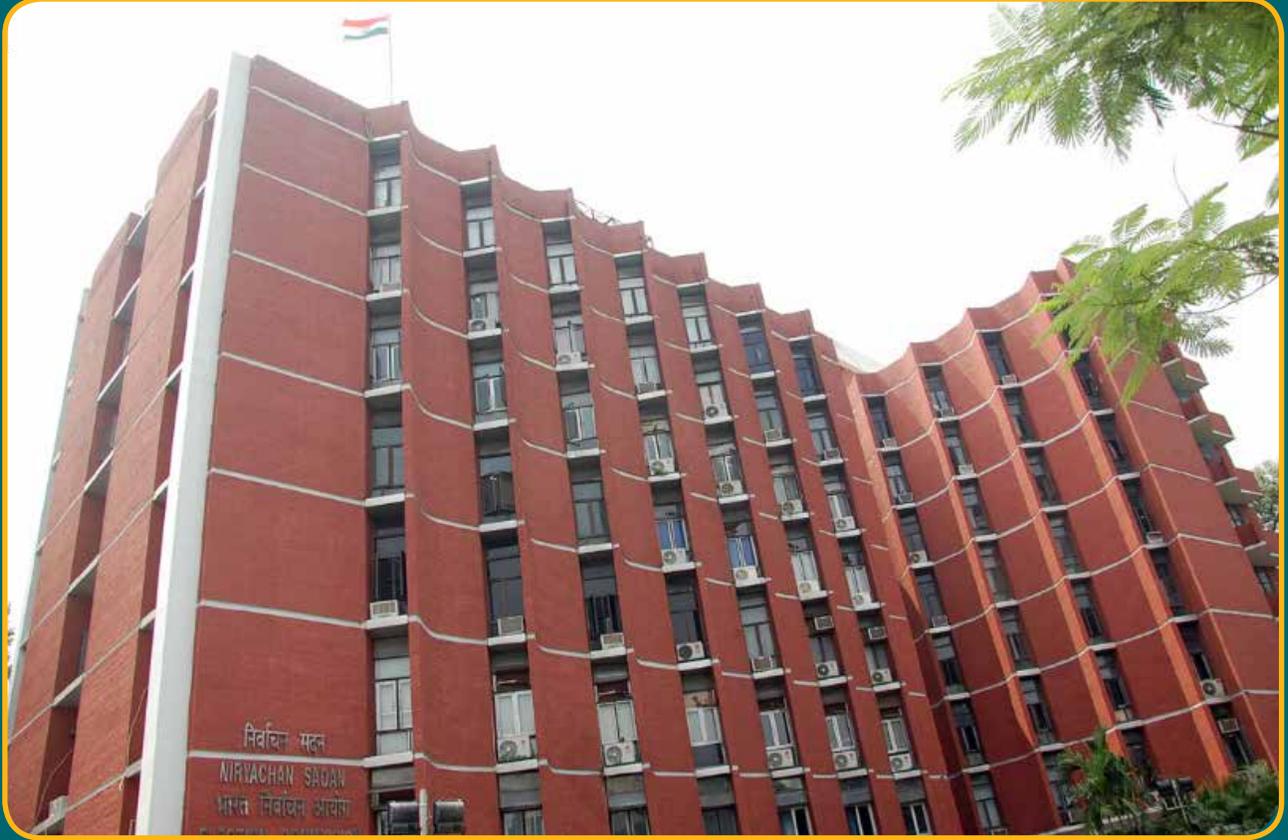
- vi. The packets containing register of voters in Form 17A;
- vii. The packets of the declarations by electors and the attestation of their signatures; and
- viii. All other papers relating to the election which include the packets containing all papers and proceeding relating to nomination, scrutiny and withdrawal of candidature.
- ix. Printed Paper slips sealed.

Note: The Storage shall be done as per the latest instructions of the Commissions on the subject.

### **23.6 PRODUCTION AND INSPECTION OF VOTING MACHINES & ELECTION PAPERS**

- a. Sub-rule (1A) of Rule 93 of the Conduct of Elections Rules, 1961, provides that the Control Units of the voting machines which are sealed under Rule 57C after the counting of votes and kept in the custody of the District Election Officer shall not be inspected by or produced before, any person or authority except under the orders of a competent court.
- b. Sub-rule (2) of Rule 93 of the Conduct of Elections Rules, 1961, provides that all papers relating to an election, other than those referred to in sub-rule (1) thereof, shall be open to public inspection subject to conditions and to the payment of such fee, if any, as the Election Commission may direct.





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